

# **Idaho System of Educational Excellence**

## **ISEE Staff Data Guidance Manual 2017-2018 School Year**



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# INTRODUCTION

The Idaho State Department of Education (SDE) Idaho System for Educational Excellence (ISEE) is designed to consolidate data collection and to improve reporting.

Data provided in this collection process will be used in determining: Salary Based Apportionment Funding, School Accreditation Status, and Average Yearly Progress. Also, it provides the basis from which statistical summaries are compiled. Local education agencies, the Idaho State Department of Education, and other governmental entities (both state and federal) use the summaries for decision-making. The summaries also provide information to other individuals and organizations interested in Idaho public education.

The cooperation of all Idaho schools and administrators is needed in order to provide complete and accurate information for the advancement of public education programs.

## New for 2017-2018:

### **Education allocations, 3rd year phase in:**

**Bachelor degree + 24 credits - \$1,200**

**Master degree or higher - \$2,100**

## Data Elements REMOVED from Staff Demographic File:

- Evaluation Date
- Professional Practice Rating
- Professional Performance Criteria Met
- Professional Endorsement Received Date

## Staff Assignment File, Option Set:

Teaching Role

***REMOVED \_ S Supplemental Educator***

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# I. ISEE Staff Data Collection

## I.C. §33-1004D. REPORTING – Idaho basic education data system.

“For each employee of the school district, a report shall be made in a format prescribed by the State Superintendent of Public Instruction, which shall include sufficient identifying information to provide individual verification, education, teaching experience, and other district employment information. The form shall be filed with the State Department of Education not later than October 15 of each school year.”

The Idaho State Department of Education has established the following guidance and procedures for submission of this data.

### **General Information**

ISEE is a comprehensive data submission consisting of twelve files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this manual, only two files are covered: Staff Demographic & Employment and Staff Assignments.

**2017-2018:** There are six (6) data uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines (<http://www.sde.idaho.gov/tech-services/isee>).

The staffing portion of Salary Based Apportionment is calculated using staff demographic and staff assignment data as of a “snapshot” date:

**Last Friday in September** - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 29, 2017) - a “**snapshot**” in time.

**\*October 16, 2017** –All staff and assignment data are uploaded using the SRM tool. The data must be free of errors and validated. No other format is accepted. (I.C. §33-1004D).

\*When October 15 falls on a weekend or holiday, the report is due on the next business day.

Uploads impacting staff funding:

August Alternative Summer School.

October 15 staff “snapshot” data.

*November upload contains October’s snapshot data and will override the October files.*

**Friday, December 08, 2017** – Last day to submit staffing corrections for the February 15, 2018 payment. Revisions submitted *after* December 08, 2017 will not be reflected in the February 15 payment.

**Corrections submitted after December 08, 2017 will be considered for the May 15, 2018 payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:**

- A letter of special circumstance must be sent to PSF.
- The letter must be signed by the district superintendent or charter school administrator.
- The letter must contain an explanation of the special circumstance(s) causing the revision(s).
- Each change to a data element must be identified.
- Supporting documentation may be requested.

**Corrected files submitted without the approval of PSF will not be processed. The last day to submit mid-term revised data is Friday, March 23, 2018 for the May 15 payment.**

**Annual Staff Statistical Data** (staff salaries and staff activities) shall be published on January 1 each year (I.C. §33-135). All data submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles. Leadership Premium FTEs are derived from the snapshot data.



Please work with your IT regional coordinators to assure student course enrollment records are completed accurately and correlate to the teacher assignment records.

### ***Employees Whom ISEE Information is Required***

Public School Districts/Charters must report all positions employed on a regular basis. (Failure to submit accurate ISEE data may impact accreditation and/or state funding.)

Information must be updated each school year to reflect the activities of the district/charter for:

1. Returning Employees
2. New Employees
3. **Employees terminated after July 1 (for those employees not terminated in the prior year and who are not returning to the district or charter school with a current year contract).**
  - a. **Update records: years of experience (if applicable), employment status, termination date, and termination reason. *Caution: Conflicting demographic data records may impact funding and interfere with a teacher's Career Ladder placement.***

### ***Employees Whom ISEE Information is Not Required***

1. Persons employed during emergencies.
2. Irregular help (i.e., short term substitutes), volunteers and student food service employees.
3. Non-District/Charter Contracted Staff (report on manual ISEE form 6)

### **Professional Personnel (I.C. § 33-513 & I.C. § 33-5206), Staff Categories (I.C. §33-1004), and Certificate Required (I.C. § 33-1201).**

All Administrative, Pupil Service and Instructional staff must hold the appropriate contract and certification for the service being rendered.

For funding purposes, staff members are categorized as:

1. **Administrative staff** – those who hold an administrator certificate and are employed as a superintendent, an elementary or secondary school principal, or are assigned administrative duties over and above those commonly assigned to teachers. Subject codes 4X.
2. **Pupil Services Staff** - those who provide services to students but are not involved with the direct —instruction of those students, including staff holding a pupil services certificate. Includes counselors, speech therapists and school nurses.
3. **Instructional Staff** - those involved in the direct instruction of a student or group of students and who hold an Idaho certificate issued under I.C. §33-1201 (Certificate Required, (Idaho Code).
4. **Classified (Non-certificated)** – Subject area 9X

Refer to: [2017-2018 SDE Assignment Credential Manual](http://www.sde.idaho.gov/tech-services/isee) for the most current information and updates. ([www.sde.idaho.gov/tech-services/isee](http://www.sde.idaho.gov/tech-services/isee))

**Professional Personnel (I.C. §33-513).** The board of trustees of each school district, including any specially chartered district, shall have the following powers and duties:

1. “To employ professional personnel, ***on written contract*** in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder.”
2. “In the case of school districts other than elementary school districts, to employ a superintendent of schools....”
3. “To employ through a written contract principals who shall hold a valid certificate appropriate to the positions for which they are employed...”
4. “To employ assistant superintendents and principals...”

**I.C. § 33-5206.** (4) Employment of charter school teachers and administrators shall be on written contract conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties there under.

**Certificate required (I.C. § 33-1201).** “Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered”.

**Non-Certificated (classified) staff** are employees for which retirement and social security payments are withheld, but whose occupant are not required by law to hold a professional certificate issued under the authority of the Idaho State Board of Education. **However, funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certifications\*.**

Examples include business managers, office and clerical personnel, janitors, building/grounds workers, carpenters, painters, repair people, mechanics, bus drivers, school food service workers, and teacher assistants employed on a regularly scheduled basis.

(Beginning in 2016-17, Occupational Therapist and Physical Therapist are classified assignments and no longer treated as certificated staff for funding purposes.)

**Refer to 2017-2018 Assignment Credential Manual [www.sde.idaho.gov/tech-services/isee](http://www.sde.idaho.gov/tech-services/isee)**

***For the purpose of this data collection, employees are referred to as certificated or as non-certificated.***

Do not use non-certificated assignment codes to report positions for which certification standards exist. ***State funds may be withheld if such employees are omitted or improperly reported regardless of the funding source. (I.C. §33-1002(6)(d)).***

### ***Employees Performing both Certificated and Non-Certificated Assignments***

If a person is employed by a school district/charter in both a certificated and non-certificated capacity, ISEE information must be submitted for both the certificated and non-certificated positions. Do not add non certificated pay to the base salary or include the fte with the contract fte.

*Example:* A classroom teacher who also drives a school bus before and after school.

### ***Employed in Multiple Districts/Charters***

An individual may be employed or shared by more than one district/charter. Each district/charter is responsible for reporting their portion of the FTE, salary, and assignment information on the ISEE system. ***Be aware that conflicting demographic data records, such as experience and education, may impact your funding.***

### ***Reconcile Current Year to Prior Year Data***

The district/charter is responsible for reconciling current year staff data with prior year staff data. Add new employees. Update years of experience and education for certificated staff. Update records for terminated/inactive staff: years of experience (if applicable), employment status, termination date, and termination reason. ***Caution: conflicting demographic data records may impact funding and interfere with a teacher’s Career Ladder placement.***

### ***Non-District/Charter Contracted Staff***

Data should be completed for all contracted personnel who are not directly employed by the district. A “non district” employee means a person for whom the school district does not pay the employer’s obligations for employee benefits. These are positions that are not paid through your payroll system. This would include contracted professionals such as Psychologists and Speech/Language Pathologists (***a person employed by district trustees as an independent contractor; paid through purchase services and issued a 1099 form***).

Districts/charters with non-district contracted staff must submit data for certificated positions using ISEE Staff Form 6 (See **Appendix A** for example).

**Contracted individuals performing "certificated" duties must meet the State Board of Education certification standards and be reported regardless of their funding source.**

Districts/Charters contracting for a complete service such as a janitorial service should contact the SDE for assistance in determining and classifying the salary portion of the contract. ***Non-district forms are not required for contracted pupil transportation.***

### ***Reviewing ISEE Information and Reports***

Each district/charter is responsible to review and validate all information relating to the ISEE data. Any discrepancies should immediately be brought to the SDE's attention, corrected, and resubmitted. After the October files are submitted, review the following reports for accuracy and completeness:

1. All Personnel Employment Info- V6 (all funds, all staff)
2. District Index (Administrative staff with fund source code 10 only)
3. Employment Placement Report (Administrative staff with fund source code 10 only)
4. Instructional Staff Fte and Salary Report Including Summer School (fund source code 10)
5. Pupil Service Staff Fte and Salary Report Including Summer School (fund source code 10)
6. Staff Salary Summary (all funds)
7. Staff Salary Summary (fund source code 10)
8. Staff Assignments Fte Variance - Edit Report (all funds, all certificated staff)

All employees on your payroll must be listed on the All Personnel Employment Info V6 report. Review the Employment Placement report to assure all certificated administrative staff coded to fund 10 are reported accurately and the fte and factored fte are correct. Reconcile the reports to payroll records and budgeted estimates to assure accuracy.

**See Appendix B for examples of reports and the applicable business rules.**

## II. Basics of ISEE Reporting

All districts/charters are required to upload staff and assignment data using the SRM tool. No other method shall be accepted.

### ***Data Elements Used in the ISEE Staff Reporting Process***

Data elements are uploaded using the SRM tool. Proper coding is essential when entering data into the system. Refer to SDE website - ISEE (<http://www.sde.idaho.gov/site/isee/>). ***Check for updates. Guidelines and documents are updated on this site throughout the year.***

### **Required Data Collection Elements 2017-2018:**

2017-2018 ID Unit Record Collection – **Items & Option Sets**

### **Resource Files – ISEE Data Collection Elements 2017-2018 ISEE Manuals**

- [Attendance and Enrollment](#)
- [ISEE 2017-2018 Summer School Guidance](#)
- [Summer Alternative Secondary Reporting Guidelines ISEE](#)
- [2017-2018 SDE Assignment Credential Manual](#)
- [ISEE Staff Data Guidance Manual 2017-2018](#)

### **III. Staff Demographics, Employment, and Assignments**

Review all existing personnel records for completeness and accuracy. Update and review demographic files.

#### ***Basic Demographic Data Elements Required for all Staff Members (section 6).***

##### **Unique Identification Number**

ISEE data collection uses the staff members unique Idaho Staff Identification Number (EDUID). Thus, the accuracy of this number is essential.

This number links all records on an individual within ISEE (i.e., personnel information, contract, assignment, background checks, certification, students, etc.).

***Resolve all discrepancies as soon as possible.***

##### **Name (Updated definitions)**

###### **Last name:**

The complete legal surname/family name(s). That which may be inherited (passed) to an individual at birth, baptism, or during another naming ceremony, or through legal change.

###### **First Name:**

The complete legal given first name(s) given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Middle Name:** The complete legal given secondary name(s) given to an individual at birth, baptism, or during another naming ceremony.

###### **Former name:**

Any names that were used in the past by the employee

##### **Birth Date (Month/Day/Year)**

Verify this date; MM/DD/YYYY OR MM/DD/YY. All employees must be eighteen years of age or older to be entered into the system.

##### **Gender (M/F)**

##### **Ethnicity**

**Is Hispanic (Y/N)**

**Is Asian (Y/N)**

**Is American Indian or Alaska Native (Y/N)**

**Is Black (Y/N)**

**Is Native Hawaiian or Pacific Islander (Y/N)**

**Is White (Y/N)**

##### **Has Certificated Assignments (Y/N)**

Is this staff member to be treated as a certified staff member? That is, they have certified assignments, are on a contract, and all the fields applying to certified staff must be completed.

##### **Is Paraprofessional (R, T, or N)**

(Modified Definition) For paraprofessionals working with students; the type of paraprofessional; Regular or Title 1? Must have para-professional instructional assignments, is not to be treated as a certified staff member (for those assignments), and works under the direction of certified staff. Title 1 paraprofessional's records should have funding sources tied to Title 1 and should report Title 1 paraprofessional qualification fields.

**Option Set – Parapro type:**

- R Regular Paraprofessional
- T Title Paraprofessional
- N Not Paraprofessional

**Base School ID**

This is the SDE assigned school number where the employee has their primary responsibility or where they receive their mail.

**Employment Date**

**The month, day, and year the employee began current, continuous employment with the district/charter. If a non-certificated employee changes to a certificated employee, use the date of certificated employment.**

**Employment Status**

See additional information on page 25.

## IV. Certificated Staff

Each certificated employee employed as of the last Friday of September in the regular school year must have the following records:

1. Personnel Information / Basic staff data elements
  - a. Input/update the personnel information data  
(See Section II. (A) Basic Demographic Data Elements for all Staff Members)
2. Education and Experience history data for 2017-2018
3. Contract data for 2017-2018
4. Assignment data for 2017-2018

### ***Education and Experience History for 2017-2018 (I.C. §33-1004)***

(These records may be left “blank” for employees working only in non-certificated positions – skip to Section V. Non-Certificated Staff.)

The education and experience records are essential to funding state Salary and Benefit Apportionment and must be in compliance with state and federal laws and regulations. Accuracy is critical when completing these records.

**Important:** Update staff experience and education for all certificated staff for the 2017-2018 school year.

The Career Ladder does not alter this basic reporting process. In order to transition to full implementation of the Career Ladder over the next five years, update staff demographic files each year. The education allocations for FY18 will be derived from updated 2017-2018 data (see Appendices A and B for new and updated staff funding reports).

To advance on the career ladder in future years, teachers must meet certain performance criteria. *Accurate updated information is vital to this process.*

**The following data records must be completed/updated for all certificated staff:**

#### **EDUCATION**

This area provides information concerning the employee's *most current education and additional credits history* of certificated employment in the educational K-12 field as of the last Friday in September. Degrees and credits completed after this date are not recognized until the following fiscal year. *Do not update during the fiscal year.*

**These fields are critical to maintain for your staff:**

#### **Transcript Year (section 6)**

The year of the most recent transcript for the employee.

#### **Initial Certification Year (section 6)**

The date teachers or administrators first received initial or full state certification, *regardless of state issuing the certification or even if the certificate lapsed* (leave blank for non-certificated employees):

1. Initial and/or full certification may or may not have been received in Idaho.
2. Initial and/or full certification is the issue date of the certificate (even if lapsed).
3. **Provisional, Temporary or Emergency permits do not qualify as initial certification.**

Note: The provisional year may count as experience, if the provisional permit becomes an alternative content specialist or full valid certificate the next year.

### **Determining Initial Certification Date**

1. Alternate Authorization – Teacher to New Certification/Endorsement: *Date of the first certificate*
2. Alternative Authorization – Content Specialist : *Issue date*
  - a. During 2015-16, an individual who had never been certificated in any state and participated in the Alternative Authorization - Content Specialist under the one year only option *is not considered initially certified. This authorization was used as a temporary measure while rules were promulgated.*
3. Alternative Authorization – Pupil Personnel Services: *Issue date*
4. Non-Traditional Route to Teacher Certification (ABCTE &TFA): *Issue date*

**Initial Certification, by federal definition is “the first teaching certificate or license issued to an individual”.**

Therefore, non-renewable interim certificates are considered initial certification. However, in order to qualify for full certification, the candidate must fill predetermined requirements to receive a renewable 5-year certificate, referred to as full certification.

Although the “**Alternative Route**” certificate/authorization is not considered full certification, it does constitute initial certification.

**Example:** An individual who has never been certificated in any state and completes the Non-Traditional Alternate Route to Teacher Certification (i.e., ABCTE & TFA process) and receives a non-renewable Idaho interim certificate is considered initially certified, but will not be considered fully certified until he or she has completed all additional requirements, including the required two year mentor program. Upon proof of completion of all of these components, the candidate will become eligible for a full 5 year renewable certificate.

**Example:** An individual who has never been certificated in any state and is participating in the Alternative Authorization Content Specialist and has received the authorization is considered initially certified, but will not be considered fully certified until they have completed all university requirements. Upon proof of completion of all of these components, the candidate will become eligible for a full 5 year Renewable certificate.

#### **Example:**

See other examples beginning on page 16. For comprehensive information, refer to: [www.sde.idaho.gov/site/teacher\\_certification](http://www.sde.idaho.gov/site/teacher_certification).

### **Initial Certification State (section 6)**

Enter the state in which the initial teaching certification was granted (even if the certification lapsed). Teacher certification maintains a database with current certification and endorsement data. This data field is used for statistical purposes.

### **Degrees**

Note: Thirty-two fields are available for reporting degrees and up to four degrees may be reported per certificated employee. The first 13 degree fields are grouped to report the highest degree for funding and are required for certificated staff. The remaining fields available are for reporting additional degrees, if applicable. Although the additional fields are optional, the fields are critical to funding the education allocation for the master degree.



**Highest Degree Claimed for Funding (section 6)** (see section below regarding additional degrees for education allocations)

The highest degree claimed by the employee for funding purposes. In some cases, for index placement purposes, it may be beneficial to report an employee with his/her lower degree and additional credits earned beyond the lower degree. This occurs because the index multiplier table has degrees and credits that overlap.

**For index placement and funding purposes, use the most beneficial multiplier.**

**Example:** A certificated employee has a MA + 5 credits beyond the MA degree and initial certification. The same employee also has a BA+60 credits earned after initial certification. The index multiplier is higher if reported as BA+60.

**For certificated staff with master degrees reported in this manner, report the master degree in the Additional Degree field(s). This field must be entered in order to receive the Education Allocation.**

**Career Technical Allocation (CTE)**

For certificated staff with Occupational Specialist (OS) degree and another higher degree reported in this manner, report the OS degree in the Additional Degree field(s).

Districts and Charter schools receive an additional allocation for career technical education (CTE) for instructional staff holding an occupational specialist certificate (OS) for which they are teaching of \$3,000. The CTE allocation is allocated according to contract fte, funding source codes and assignment fte.

Example 1: The teacher holds a contract for 1 fte. Their funding source is 100% fund 10 and 100% of the teachers assignments are CTE courses. The allocation is \$3,000.

Example 2: The CTE teachers holds a contract for .50 fte. The allocation is \$1,500 (50%\*\$3,000).

Example 3: The CTE teacher holds a contract for 1 fte. Funding sources are 75% fund 10 and 25% fund 09. The CTE allocation is \$2,250 (75% \* \$3,000).

Example 4: The teacher holds a contract for 1 fte. Their funding source is 100% fund 10 but only 90% of the teachers assignments are CTE courses. The allocation is \$2,700 (90%\*\$3,000).

Option Set / Education Degree - Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Master of Arts
BS	Bachelor of Science	MS	Master of Science
DR	Doctorate	OS	Occupational Specialist
ES	Ed Specialist	O	Other
HS	High School	A	Associate

Effective July 1, 2000, instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree prepared instructional staff. Credits earned by such occupational specialist instructional staff

after initial certification shall be credited towards the education factor (I.C. §33-1004A). Only those certificated employees with occupational specialists are to be reported as an "OS" degree designation.

**Example:** Fred has exceptional knowledge and skills as a welder but does not have a college degree. He completes the requirements and is issued an occupational specialist certificate. Later he receives 15 additional college transcript credits from the local community college. Fred is reported as OS+15, which is treated as BA + 15.

**Example:** Fred continued taking classes and earned a BA degree a few years later. He is reported in ISEE as BA + 24 for funding. Report the OS degree in the Additional Degree field in order to recognize the OS degree for the CTE Allocation.

**Year of Degree Claimed (section 6)**

The year in which the highest degree claimed was earned.

**Institution Where Highest Degree Was Obtained (section 6)**

If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State
010	Boise State University
020	College of Idaho
023	College of St Gertrude
025	College of Western Idaho
030	Idaho State University
035	Lewis-Clark State College
040	North Idaho College
045	Albion or Southern college of Idaho
050	Northwest Nazarene College
055	BYU - Utah
065	Gooding College
060	BYU – Idaho (formerly Ricks)
070	University of Idaho
075	ISU/UI At University Place – Idaho Falls
080	Magic Valley Christian College
082	Eastern Idaho Technical College
085	College of Southern Idaho
090	Other Idaho College/University

**State Where Highest Degree Obtained (section 6)**

Enter state/province code where the employee received the highest degree.

Refer to Option Set / State Province

**Major for Degree Claimed (section 6)**

The major of the highest degree claimed for funding purposes. Refer to Option Set/ CIP Codes.

**Minor for Degree Claimed (section 6)**

The minor of the highest degree claimed for funding purposes.

Refer to Option Set/ CIP Codes

**Additional College transcribed credits earned *beyond the highest degree claimed for funding* (section 6)**

**Basic guidelines for reporting additional college transcript credits earned beyond the degree reported and initial certification:**

1. Credits must be from an accredited college or university. (Courses for which academic credit is awarded by an accredited college or university and can be used towards a degree).
2. District/charter must have an official transcript on file before these credits may be claimed.
3. Report all eligible credits in *semester credit hours only*.
4. One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do not qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. The *issue* date of the *initial* certification remains the same regardless of certification status (active or inactive).
8. Credits must be earned prior to the last Friday in September (same as the requirement for counting completed years of experience).
9. **All credits and degrees earned must be in a relevant pedagogy or content area as determined by the state department of education (33-1004B(5)).**

**Credits and degrees earned toward the Education Allocation (I.C. §33-1004B Career Ladder)**

School districts shall receive an additional allocation amount for instructional staff holding a **professional endorsement\***.

Effective July 1, 2017, through June 30, 2018, the education allocation shall be:

1. **\$1,200** per fiscal year for instructional and pupil services staff holding a professional endorsement and a baccalaureate degree and twenty-four or more credits.
2. **\$2,100** per fiscal year for instructional and pupil services staff holding a professional endorsement and a master degree.

**\*33-1201A. IDAHO PROFESSIONAL ENDORSEMENT -- ELIGIBILITY.** (1) “Any instructional staff employee or any pupil service staff will receive mentoring as outlined in such employee's individualized professional learning plan during the initial three (3) years of holding such certificate. Upon holding a certificate for three (3) years, any such instructional staff or pupil service staff employee may apply for an Idaho professional endorsement. “

**33-1201A (2) An instructional staff employees who have held a certificate that qualifies them to teach in the classroom for three (3) or more years prior to the effective date of this act July 1, 2015, or pupil service staff employees who have held a pupil personnel services certificate for three (3) or more years prior to July 1, 2016, shall automatically obtain an Idaho professional endorsement under this section.**

(3) The state board of education shall promulgate rules implementing the provisions of this section.

**Note:** **Out of state experienced instructional or pupil service staff** will not qualify for the professional endorsement until they have completed one year in Idaho. For funding purposes and placement on the career ladder, the out of state staff will align with experienced Idaho staff [(I.C. 33-1004B(4))]. **However, until they receive a professional endorsement, they will not qualify for the education allocation.** Please refer to Form P1 (Professional Endorsement Application) and the Professional endorsement District Charter Guidance (<http://sde.Idaho.gov/cert-psc/cert>).

**The following examples deal with issues relating to reporting initial certification, additional credits, and education allocations:**

**Example:** Mary completed a teacher preparation program and received full certification in Utah in 2014. Mary taught first grade in Utah during 2015-16, did not teach in 2016-17, and is seeking an Idaho certificate/credential

but does not currently meet Idaho's requirements. Upon application, Mary would be issued a three-year non-renewable interim certificate allowing time to meet Idaho's requirements by 2018. Although Mary is on an Idaho interim certificate, her initial certificate date would be the date she received full Utah certification in 2014. Place Mary on the third rung of the Career Ladder (RP3). Submit Mary's information in the October 2017 ISEE upload. In order to create a permanent record in the core database and to establish placement on the Career ladder, report Mary's experience and education history as of September 2014 on 2017-18 ISEE Form 8 and determine the her career ladder placement (see Appendix A).

**Example:** Colleen is an out of state experienced teacher beginning her first year in Idaho. She has a doctorate and 20 years of experience. After processing ISEE Form 8, Colleen is placed in the P10 cohort for funding purposes but will not qualify for the education allocation until she qualifies for the professional endorsement.

**Example:** John was teaching on a provisional/emergency/temporary certificate in another state and is seeking certification in Idaho but has not completed a teacher preparation program and does not have any type of full out-of-state certification. Certification or authorization (when applicable) is required in order to receive state funding. Idaho does not have reciprocity with any provisional/emergency/temporary out-of-state certificates/credentials. Place John on the first rung of the Career Ladder – RP1. Funding is withheld unless certification or an authorization is in place.

**Example:** Cheryl, a math teacher, received initial Idaho certification in 2012. She continued her education while teaching and became a certificated Speech/Language Pathologist in 2017 (pupil service). Cheryl's initial certification year is 2012, the *issue* date of the *initial* certification. All credits earned after initial certification may be added. Cheryl was automatically grandfathered in with Professional endorsement.

**Example:** Sandra, an elementary teacher, earned 12 additional credits from the University of Idaho by attending summer school. However, official transcripts will not be available until after the ISEE filing deadline. The University of Idaho notifies the district in writing that Sandra has earned the additional 12 credits. Sandra can be reported on the ISEE system using the additional 12 credits earned.

**Example:** Jill received a BA degree in the spring of 2011 and received initial Idaho certification on August 28, 2011. After teaching one year in Idaho, Jill discontinued teaching for a few years and let her certificate expire. She later decided to pursue her teaching career and in order to obtain an occupational specialist (OS) certificate in 2017, she earned an additional 24 college credits. Report Jill as a BA + 24 credits with one year on experience. She will be placed on the second rung of the career ladder (RP2). Jill was automatically grandfathered in with a Professional Endorsement and qualifies for the education allocation. Submit Jill's information in the October 2017 ISEE upload. In order to create a permanent record in the core database and to establish placement on the Career ladder, report Jill's experience and education history as of September 2014 on the 2017-18 ISEE Form 8 (see Appendix A).

### **Additional degrees - Data Elements for up to four (4) additional degrees - Important**

**For the career ladder, if a teacher holds a master degree but is reported with a lower degree plus additional credits for funding purposes, enter the master degree in the additional degree fields. These fields must be entered in order to receive the Education Allocation.**

Additional degree(s) earned by this employee other than the one claimed for funding (need not be earned prior to the claimed degree).

- ❖ If the teacher has a master degree as of the last Friday in September 2017, and if the teacher has a professional endorsement, the educational allocation is applicable [(see I.C. 33-1201(A) - Idaho Professional Endorsement Eligibility)]. The additional funds increase the average salary when calculating salary based apportionment. For a district to receive additional funds, the master degree must be reported in ISEE in a staff demographic file.

Whether the degree is reported in the highestDegree field or in the additionalDegree field, the master degree will be recognized for the allocation.

- ❖ For the teachers with Master degrees but reported as BA+48 or BA +60 (the highest degree for funding purposes), enter the Master degree in the additionalDegree field in staff demographic file. The program will recognize additional higher degrees for the education allocation.

**Evaluation Date REMOVED**

~~For Teachers and Pupil Personnel Certificate Holders and Principals (includes Vice Principals, Charter School Administrators, etc.), the date when their evaluation is expected to be final for the present school year.~~

**Professional Practice Rating REMOVED**

~~Staff evaluation Level~~

- ~~● 4 Distinguished~~
- ~~● 3 Proficient~~
- ~~● 2 Basic~~
- ~~● 1 Unsatisfactory~~

**Professional Performance Criteria Met (Y/N) REMOVED**

~~The professional compensation rung performance criteria are:~~

- ~~(a) An overall rating of proficient and no components rated as unsatisfactory on the state framework for teaching evaluation; and~~
- ~~(b) Demonstrating the majority of their students have met their measurable student achievement targets or student success indicator targets.~~

~~The measurable student achievement indicators are:~~

- ~~(a) Idaho standards achievement test;~~
- ~~(b) Student learning objectives;~~
- ~~(c) Formative assessments;~~
- ~~(d) Teacher constructed assessments of student growth;~~
- ~~(e) Pre and post tests;~~
- ~~(f) Performance based assessments;~~
- ~~(g) Idaho reading indicator;~~
- ~~(h) College entrance exams such as PSAT, SAT and ACT;~~
- ~~(i) District adopted assessment;~~
- ~~(j) End of course exams;~~
- ~~(k) Advance placement exams; and~~
- ~~(l) Professional technical exams.~~

~~The student success indicators are:~~

- ~~(a) Quantifiable goals stated in a student's 504 plan or individualized education plan.~~
- ~~(b) Quantifiable goals stated in a student's behavior improvement plan.~~
- ~~(c) School or district identified measurable student objectives for a specified student group or population.~~

~~The Professional Endorsement also requires individuals to have a written recommendation from the employing school district and an annual individualized professional learning plan.~~

**Professional Endorsement Received Date REMOVED**

~~For certified staff, the date the personnel received their professional endorsement.~~

## **EXPERIENCE I.C.33-1004A**

This area provides information concerning the employee's ***actual completed*** history of certificated employment in the educational K-12 field. **Update this critical information each year.**

### **Prior Idaho Public K-12 Years Experience (section 6)**

- Enter the total number of years of completed certificated public school experience (K-12) in Idaho. Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school.)
- Must be 50% or more in a certificated position.
- Each year is considered on its own; partial years cannot be combined.
- A certificated employee new to the profession always begins with zero years of experience.

### **Prior Public K-12 Years Experience – Other States (section 6)**

- Enter the total number of years of completed certificated public school experience (K-12) in another state (excluding Idaho). Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school).
- Must be 50% or more in a certificated position.

### **All Other Accredited Private or Parochial Prior K-12 Years Experience - Non-public (section 6)**

- Enter the total number of years of completed ***certificated*** non-public educational experience (K-12) the employee has accumulated in an ***accredited*** non-public school.
- Must be 50% or more in a certificated position

### **Accredited Idaho College or University Years Experience (section 6) (Applicable to Administrative service for administrator certificate holders) I.C. §33-1004A(2)**

- Enter the total number of completed years of experience with an Idaho accredited college or university where the experience was the equivalent to the K-12 instruction environment.
- The K-12 district/charter hire date must be after June 30, 2005 to count college or university experience.
- **Initial certification must be considered for new instructional and pupil service staff:**  
**33-§1004B (a)** Instructional staff and **pupil service staff** who are in their first year of holding a certificate shall be placed in the first cell of the residency compensation rung and shall move one (1) cell on the residency compensation rung for each year they hold a certificate thereafter, for up to three (3) years, at which point they will remain in the third cell of the residency rung until they earn a professional endorsement.\*

### **Accredited College or University Years Experience – Other States (section 6) (Applicable to Administrative service for administrator certificate holders) I.C. §33-1004A(2)**

- Enter the total number of completed years of experience with an accredited college or university in another state (excluding Idaho) where the experience was the equivalent to K-12 instruction.
- The K-12 district/charter hire date must be after June 30, 2005 to count college or university experience.
- **Initial certification must be considered for new instructional and pupil services staff:**  
**33-§1004B(a)** Instructional staff and **pupil services staff** who are in their first year of holding a certificate shall be placed in the first cell of the residency compensation rung and shall move one (1) cell on the residency compensation rung for each year they hold a certificate thereafter, for up to

three (3) years, at which point they will remain in the third cell of the residency rung until they earn a professional endorsement.\*

**\*With the enactment of the Career Ladder on July 1, 2015, instructional staff who are in their first year of holding a certificate placed on the first step of the career ladder. For this group of new instructors, the years teaching in an accredited college shall not be counted as experience for placement on the career ladder.**

**Basic guidelines in reporting completed teaching and/or administrative experience are as follows:**

- Only report **prior, completed** years.
- Do not count the current school year (it's not completed).
- Include only certificated teaching and administrative position experience.
- Include only certificated experience from a public school, an accredited private or accredited parochial school.
- Do not include Pre-K experience. (Exception: early childhood special education in a public school or an accredited private school).
- A qualifying teacher and/or administrator must physically work 50% or more of a given school year – less than .50 fte does not count.
- Each year is considered on its own; partial years cannot be combined – count 1 or zero.
- A qualifying teacher and/or administrator must be an employee of a public school, an accredited private or accredited parochial school, or an accredited college or accredited university. **Applies only to instructors holding a teaching certificate instructor prior to July 1, 2015.**

Example 1: A district hires a new teacher who has a master degree and taught at Boise State University for ten (10) years. The teacher received initial certification in May 2017. The years of experience at BSU shall not be counted as experience and the teacher is placed on the first rung of the career ladder.

Example 2: A district hires a new teacher who has a master degree and taught at Boise State University for ten (10) years. The teacher received initial certification in 2010. The years of experience at BSU may be counted towards experience and the teacher is placed on P4 of the career ladder. The teacher is eligible for the education allocation because she held a teaching certificate for three (3) years prior to July 1, 2015 (I.C. 33-1201A).

\* The district submitted a 2017-18 ISEE Form 8, which established an index of 1.61380 in the fall of 2014 (P4).

A leave of absence greater than .50 fte does not break the continuous employment period, **but should not be counted as a year of service.**

Include all experience in a **certificated position:** pupil service, instructor and administrator. The experience must be in a public or accredited private or accredited parochial school or an accredited college or accredited university and rounded to the nearest year. Caution: do not include the current year; experience is not recognized until after the contract is completed.

Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education shall **not** be included (i.e. student teaching, internships/curriculums where the individual is not a certificated employee of a K-12 institution).

A certificated employee must teach 50% or more of any given year to recognize experience for the applicable year. See the following examples.

**Example:** Harry, a 3rd grade teacher, taught 90 days of a 180-day (full-year) contract. Harry's work experience for this year is one (1) year since he completed 50% of the school year.



For teachers who held a certificate prior to 2015-16, completed experience with an accredited college or university may be recognized for those hired in a certificated position (pupil service staff, or teaching and administrative service for administrator certificate holders) where the hire date is **after** June 30, 2005. Employment in accredited colleges or universities should be according to Idaho standards and may be included with an employee's experience for ISEE purposes provided the instruction is equivalent to K-12 instruction environment. Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to an accredited K-12 experience in Idaho.

Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education should **not** be included (i.e. student teaching, internships/ curriculums where the individual is not a certificated employee of a K-12 institution).

One (1) year should be added to the current year record when the prior year's certificated contract record was 50% or more of an FTE.

❖ **When should in-state completed years be changed?**

- The employee was reported as less than 50% FTE on last year's ISEE (snap-shot in time) but actually worked 50% or more in a certificated position.
- The employee was reported as 50% or more FTE on last year's ISEE (snap-shot in time) but actually worked less than 50% in a certificated position.
- The employee taught less than 50% fte in more than one district but the combined fte for the year was greater than 50%.

**Note: Updating years of experience and education in the current year will not change career ladder placement in the base year. If an instructor's history was inaccurate in 2014-15, a prior year correction must be submitted to correct the permanent record. See Appendix B for an example form.**

**If a pupil services staff member's history was inaccurate in 2015-16, a prior year correction must be submitted to correct the permanent record, which is based on 2015-16 data. (Appendix B Edits & Reports: Prior Year Correction / Payment Adjustment Request).**

***Experience and Education Multiplier for administrators and pupil service employees (I.C. §33-1004A)***

Experience and Education Multiplier									
I. C §33-1004A									
			column 1	column 2	column 3	column 4	column 5	column 6	column 7
		Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
ROW	1	0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
ROW	2	1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
ROW	3	2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
ROW	4	3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
ROW	5	4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
ROW	6	5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
ROW	7	6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
ROW	8	7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
ROW	9	8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
ROW	10	9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
ROW	11	10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
ROW	12	11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
ROW	13	12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990



ROW	14	13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260
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## **CERTIFICATED EMPLOYMENT/CONTRACT DATA**

A current Certificated Staff Employment/Contract must be completed for all certificated staff employed by the district/charter as of the last Friday in September.

### **Current year contract data required for:**

1. New employees
2. Returning employees
3. Employees terminated after July 1 (for those employees not terminated in the prior year and who are not returning to the district or charter school with a current year contract).
  - a. Update records: years of experience (if applicable), employment status, termination date, and termination reason.

### **Employment Date (section 6)**

- Enter the month, day, and year the employee began current, continuous employment with the district/charter.
- If a non-certificated employee is hired as a certificated employee, use the **date of certificated employment**.

### **Years in District/Charter (section 6)**

The number of years the employee has been employed in the district in a certificated position. **This data is only used for statistical purposes to track the mobility of certificated staff.**

This field refers to the number of contracts signed within the district. The ***amount of the FTE is not considered***; both a .15 FTE and a full-time certificated employee are counted as one (1) year in the district/charter (one contract signed).

- Record the total number of years the employee has held a certificated position in a district/charter (the numbers of contracts signed within the district – *begins with one*).
- **Include** the current year contract.
- The number of years of experience may not correlate with the date of employment if an employee has had two different periods of employment in the district.

**Caution** – mobility of certificated staff is being extracted from this field and in most instances does not correlate with the completed year's history on the Experience and Education record.

The data collection is asking "Including the current contract, how many years has this individual employee been a certificated staff member in **your** district?"

**Example 1:** Mary is a new employee and signed her first contract to teach at the Happy Valley District. The number of years in this district is one (1) year, equaling the number of signed contracts within the district. **The number years of completed teaching experience is zero (0). Mary will be placed on the first rung of the career ladder.**

**Example 2:** Alice is in her second year of teaching at Happy Valley District. Alice has 10 years of completed years of teaching and administrative experience. The number of years of completed certificated experience is ten (10). The number of years in the district is two (2) year, equaling the number of contracts Alice signed within in the district.

**Example 3:** Felicia is in her second year of teaching at Happy Valley Elementary. Felicia taught at Happy Valley District during the 2008-09 and 2009-10 school years. She moved out of state and taught in Oregon from 2010-11 through 2015-16. The number of years of completed teaching experience is nine (9). The number of years in district is four (4), equaling the number of contracts Felicia signed within the district.

Example 1	Mary		Example 2	Alice		Example 3	Felicia	
School Year	Yrs. in District	Yrs. of Experience	School Year	Yrs. in District	Yrs. of Experience	School Year	Yrs. in District	Yrs. of Experience
2017-18	1	0	2017-18	2	10	2017-18	4	9
2016-17			2016-17	1	9	2016-17	3	8
2015-16			2015-16		8	2015-16		7
2014-15			2014-15		7	2014-15		6
2013-14			2013-14		6	2013-14		5
2012-13			2012-13		5	2012-13		4
2011-12			2011-12		4	2011-12		3
2010-11			2010-11		3	2010-11		2
2009-10			2009-10		2	2009-10	2	1
2008-09			2008-09		1	2008-09	1	0
2007-08			2007-08		0	2007-08		

### Employment Status (section 6)

The employee's employment status

- **A = Active** employee with current assignments.
- **\*I = Inactive** - The employee is currently on an **active contract** within the District, but not currently working or having active assignments. i.e. Does not have any currently active assignments, but is expected to return to active status at some point in the future. Examples include: sabbatical, family leave, maternity leave, etc.
- **T = Terminated** employee is no longer employed by the district.
- If either **"inactive"** or **"terminated"** is indicated, a **"reason" code** and an effective date must be included (terminationDate and terminationReason).

### **\*Exception to the use of "I" Inactive:**

For Salary Based Apportionment funding calculations, the contracted certificated employee must be active in the October upload to be counted on the last Friday in September and must have active assignments. Therefore, if the employee holds an active contract but is absent 10 consecutive days or more as of the last Friday in September, enter the person's employment status as "active" for this purpose only.

In the Student Course Enrollment File, enter the EDUID of the absent teacher as the teacher of record in the first IDStaffId field. In the IDStaffId2 field, enter the EDUID of long term substitute or other certificated employee responsible during the teacher of record's absence.

**Termination/Inactive Date (Month/Day/Year) (section 6)**

- Used when “inactive” or “terminated” status box is checked.
- Enter the month, day, and year that the employee became inactive or terminated.
- Leave blank for active employees.

**Example:** In the current year, Tom is employed by Quality Speech Services but will spend several days a week at the district as a Speech Pathologist. Last year he was an employee of the district. Tom will need to be "terminated" as a district employee (use code 01 - To work for another educational institution in Idaho). Remember to submit ISEE form 6 non-district contracted certificated staff.

- Complete when status code is “inactive” or “terminated”.
- Leave blank for active employees.

**Termination/Inactive Reason Code (section 6)**

<u>Inactive Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

<u>Termination Code</u>	<u>Description</u>
01	To work for another educational institution in Idaho
02	To work for another educational institution outside Idaho
03	Leaving education profession
04	Returning to school
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
15	Contractor no longer paid on district payroll
16	Early retirement incentive program participant (I.C. §33-1004G)
17	Changing certificated to non-certificated position within the same district
18	Changing non-certificated to certificated position within the same district

**Professional Personnel (I.C. §33-513).** The board of trustees of each school district, including any specially chartered district, shall have the following powers and duties:

3. “To employ professional personnel, ***on written contract*** in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder.”
4. “In the case of school districts other than elementary school districts, to employ a superintendent of schools...”
5. “To employ through a written contract principals who shall hold a valid certificate appropriate to the positions for which they are employed...”
6. “To employ assistant superintendents and principals...”

**I.C. § 33-5206. (4)** Employment of charter school teachers and administrators shall be on written contract conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties there under.

**Certificate required (I.C. § 33-1201).** “Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered”.

### **Contract Type (section 6)**

Record type of contract employee has actually signed for the current school year (associated with individual’s contract rights).

<b><u>Type</u></b>	<b><u>Description</u></b>
<b>1</b>	<b>Category 1 Contracts</b> - For certificated instructional employees on a limited one-year contract.
<b>2</b>	<b>Category 2 Contracts</b> - For certificated instructional employees in the first and second years of continuous employment with the same school district.
<b>3</b>	<b>Category 3 Contracts</b> - For certificated instructional employees during the third year of continuous employment by the same school district.
<b>C</b>	<b>Continuing Teacher Contract</b> - For certificated instructional employees who have attained <b><u>renewable</u></b> contract status as provided in I.C. §33-515, Idaho.
<b>R</b>	<b>Retired Teacher Contract</b> - For retired certificated instructional employees who are currently drawing PERSI retirement benefits.
<b>A</b>	<b>Administrator Contract</b> - For certificated administrative employees.
<b>AR</b>	<b>Retired Administrator Contract</b> - For retired certificated administrative employees who are currently drawing PERSI retirement benefits.

For alternative evening school and alternative summer school, use the following contract types:

<b>AS</b>	<b>Approved Alternative Summer School</b> - For certificated staff performing duties in an approved Alternative Summer School program.
<b>AE</b>	<b>Approved Alternative Evening School</b> - For certificated staff performing duties in an Alternative Evening School program.

For an employee teaching regular summer school and the pay is not part of a supplemental contract or extended contract, use contract type:

<b>RS</b>	<b>Regular Summer School - <i>Limited use</i>:</b> For certificated employees performing duties only in a regular summer school program
-----------	---

More information can be found at <https://www.sde.idaho.gov/admin-teacher-contracts/index.html>

### **Admin/Teacher Contracts**

**Fields are provided for three (3) contracts.**

1. Each certificated employee may have up to 3 signed contracts (administrator, teacher, evening, summer).
2. One contract shall not exceed 1 fte.
3. The combined sum of the contracts FTE may exceed one, provided each contract does not exceed 1 fte.
4. Each contract is treated as a stand-alone contract and is considered on its own merits.
5. Each contract shall have corresponding certificated assignments.
6. The sum of the certificated assignment ftes must equal the contract fte.

7. Each contract shall have corresponding funding source code(s)

*Use the second and third contract if:*

1. The certificated employee signed separate contracts in your district - Administrator Contract (.5fte) *AND* a Teachers Contract (.5 fte).
2. The certificated employee signed a Teachers Contract *AND* signed a contract to teach extended hours in an approved alternative secondary evening program.
3. The certificated employee signed a Teachers Contract *AND* signed a contract in an administrative or instructional capacity at an approved alternative summer school during the fiscal year.

***Please note:***

Certificated administrative positions must not exceed 1.00 FTE.

***Example:*** Carl has an administrator contract for .50 fte and a contract to teach as a regular classroom teacher (.50 FTE). Carl also has a separate contract to teach at the approved alternative evening school.

Each contract is reported separately and has a separate group of fields for funding (see Employee Funding Sources for more information). Carl's total FTE is 1.09 fte.

**Example of data elements for three contracts:**

Contract 1 Type	A	Contract 2 Type	C	Contract 3 Type	AS
Contract 1 Base Salary	\$40,000	Contract 2 Base Salary	\$30,000	Contract 3 Base Salary	\$3,500
Contract 1 Days	260	Contract 2 Days	91	Contract 3 Days	30
Contract 1 Hours	1820	Contract 2 Hours	637	Contract 3 Hours	80
Contract 1 FTE	0.50	Contract 2 FTE	0.50	Contract 3 FTE	0.09
Contract 1 Funding Code 1	01	Contract 2 Funding Code 1	10	Contract 3 Funding Code 1	10
Contract 1 Percent Source 1	50	Contract 2 Percent Source 1	100	Contract 3 Percent Source 1	100
Contract 1 Funding Code 2	04	Contract 2 Funding Code 2		Contract 3 Funding Code 2	
Contract 1 Percent Source 2	50	Contract 2 Percent Source 2		Contract 3 Percent Source 2	
Contract 1 Funding Code 3		Contract 2 Funding Code 3		Contract 3 Funding Code 3	
Contract 1 Percent Source 3		Contract 2 Percent Source 3		Contract 3 Percent Source 3	
Contract 1 Funding Code 4		Contract 2 Funding Code 4		Contract 3 Funding Code 4	
Contract 1 Percent Source 4		Contract 2 Percent Source 4		Contract 3 Percent Source 4	

**Example - Staff Assignments**

schooled	1111	schoolld	333	schoolld	444
----------	------	----------	-----	----------	-----

contractNo	1	contractNo	2	contractNo	3
assignment	42210	assignment	03051	assignment	03051
Fte	0.50	fte	0.50	fte	0.09

## Contract Base Salary

Use “Contract 1-Base” as it appears on the contract.

- Round to the nearest dollar; \$35,856.40 = 35,856
- If the contract includes extended pay, this should be included as a part of the base salary reported.
- **Do not include extra pay such as coaching as a part of the base salary. Report as extra pay.**

## Contract Hours (section 6)

Enter the number of hours contracted for the year. **Required field - do not leave blank.**

## Contract Days (section 6)

- Enter the number of days on the contract
- Calculate the number of days using a five-day workweek (even those districts now operating extended days on a 4-day week)
- Use the following guideline for consistency:

*Monthly contract* - total number of weeks x 5 (days) = number of days

*Twelve-month contract* - 52 weeks x 5 days = 260 days

## Contract FTE (section 6)

- The maximum FTE allowable per contract for a certificated employee is 1.00 FTE.
- Certificated employee teaching full-time every day for the entire school year is 1.00 FTE.
- The FTE must be calculated for those employed less than a full school year, fewer than 5 days a week, or less than a full school day.
- **Employees with extended contracts do not generate more than 1.00 FTE.**

If the employee is teaching less than a full school year, divide the number of days in the employee's contract by the standard number of contract days for a full time teacher in the district. You may also use the number of hours contracted divided by the standard contract hours of a full time teacher.

***Example: Mr. Brown was hired in late September to fill a teacher vacancy. His contract is for 170 days of full-time teaching. The district's typical teacher's contract is 190 days. The FTE for Mr. Brown is 170/190 or .89 (89%). The sum of the corresponding Assignment FTE(s) must equal .89 (89%).***

If the employee is teaching less than the full day for the entire school year, divide the number of class periods at work by the number of periods in the usual school day to determine FTE.

***Example:*** Ms. Young teaches 2 periods of a 7 period day for the full school year. The FTE for Ms.

Young is 2/7 or .29 (29%). The sum of the corresponding Assignment FTE(s) must equal .29 (29%).

### Extra Pay (use for certificated staff only)

- Enter a descriptive code and the amount of payment for special or supplemental duties performed which are not in the base contract salary.
- Use the code from the option codes below that best describes the extra duties that the employee will perform to earn extra pay.
- Report each type of extra pay separately.
- **Extra Pay Code (section 6) (For certified staff, the code for the special or supplemental duties performed which are not in the base pay. The option code determines the funding source.**

A = \*Extracurricular activity; e.g. coaching, debate, special music, drama (fund source 10)

B = Driver training (fund source 09)

C = Fringe Benefit Cash Amount (fund source 10)

*Report cash amounts that are paid to employees in lieu of another benefit as code C.*

*Include all taxable income that is paid to an employee from a fringe benefit.*

D = Special curriculum assignments and department heads (fund source 10)

E = Extended Summer Contracts (paid from funds other than general maintenance and operation) (fund source 09)

F = Stipend or Bonus paid from the general fund (fund source 10)

O = Stipend or Bonus paid from federal funds (fund source 09 08)

P = Stipend or Bonus paid from other state funds (fund source 08 09)

G = Extended Summer Contracts (*not* reimbursed by Professional-Technical) (fund source 09)

L = Leadership Premiums as described in I.C. §33-1004J (fund source 09)

*Enter this data during the month in which the employee receives the premium. Do not estimate the amount for the snapshot date collection (as of the last Friday in September) unless the amount is known.*

N = National Board Certification Benefit (fund source 09)

- \* **Do not use classified assignments for extracurricular activities. The amount of the extra pay will be duplicated and the assignment fte may dilute the contract fte.**

**Extra Pay Amount (e.g. \$1,000 = 1000 (section 6) (The option code determines the funding source. See Extra pay code option codes above)**

- Enter the extra pay amount
- round to nearest dollar (e.g. \$999.96 = 1000)
- Only four (4) extra pay codes per employee contract record will be accepted
- Extra pay codes may be used for certificated employees only

**Example:** Art Brown has a teaching contract for \$35,000. He also receives \$1,000 for serving as a department head (extra pay type A), \$888 for a fringe benefit cash amount (extra pay type A) and receives \$500 for Leadership Premium (extra pay type L). He is paid from general funds and his contract funding source is at 100% (1.0) from fund source code 10 - the general fund. The Leadership Premium' fund source is 09, other state, and does not dilute his full FTE as calculated for Salary Based Apportionment.

**Proficient in Language Other than English (section 6)**

(Optional)

If this staff member is proficient in a language other than English, enter the code\* for that language. If the staff member is proficient in more than one other language, choose the most proficient.

\*Refer to Options Set Name / Languages for code numbers.

**Has certificated assignments (isCertificated) (section 6)**

Is this staff member to be treated as a Certified staff member? That is, they have certified assignments, is on a contract, then all the fields applying to certificated staff must be completed? (Yes or No)

**Is Paraprofessional (section 6)**

**(Definition)** For paraprofessionals working with students; the type of paraprofessional; Regular or Title 1? Must have para-professional instructional assignments, is not to be treated as a certified staff member (for those assignments), and works under the direction of certified staff. Title 1 paraprofessional's records should have funding sources tied to Title 1 and should report Title 1 paraprofessional qualification fields.

**Option Set – Parapro type:**

**R Regular Paraprofessional**

**T Title Paraprofessional**

**N Not Paraprofessional**

**Initial Certification Year**

The date teachers or administrators first received certification, regardless of state issuing the certification. Leave blank for non-certified employees.

**Initial Certification State (section 6)**

The state where the initial teaching certification was granted.

**Base School ID (section 6)**

Assigned school number where the employee has their primary responsibility or where they receive their mail.

**Employee Funding Sources**

- Each contract has a set of four corresponding funding sources.
- A set of four sources is available for non-certificated classified staff.

**Contract Funding Sources:** For certificated staff with more than one contract, fields are available to enter funding sources for each separate contract; contract 1, contract 2, or contract 3.

Example: Staff member A has two contracts: a teaching contract for Alternative Summer School funded 100% by fund source 10 and an administrator's contract, which is funded 50% by fund source 10 (General M&O), 25% by fund source 01 (Title 1), and 25% by fund source 04 (IDEA special Ed).

**Staff Demographic - Alternative Summer School Teacher Contract 1**



contract 1 Funding Source1	contract1 Funding percentage1	contract t1 Funding Source 2	contract1 Funding percentage e2	contract t1 Funding Source 3	contract1 Funding percentage e3	contract1 Funding Source4	contract1 Funding percentage4
10	100						

**Staff Demographic - 2017-18 Administrator Contract 2**

contract2 Funding Source1	contract2 Funding percentage1	contract2 Funding Source2	contract2 Funding percentage 2	contract2 Funding Source3	contract2 Funding percentage 3	contract2 Funding Source4	contract2 Funding percentage 4	
10	50	01	25	04	25			

- Allocate each funding source as a percentage of 100. The sum of the four sources must equal **100(%)**

**Employee Funding Source Code (section 6)** (2 digits)

The code for how the employee is funded by each contract (up to 3 contracts). A set of four fields is available for classified staff.

<u>Code</u>	<u>Funding Source</u>
01	Title I-A
02	Title I-C
03	Title VI-B
04	IDEA Special Ed
05	IDEA Preschool
06	Transportation
07	Food Service Program
08	Other Federal Program
09	Other State/Local (not state funding formula)
10	General M & O
11	Title II-A
12	Title X
13	Title X-C Subgrant
14	Title III
15	Title III Subgrant
16	Title I-D Subpart 1
17	Title I-D Subpart 2

Data element field names for:

- 1<sup>st</sup> Contract: c1fundSource1, c1fundSource2, c1fundsource3, c1fundSource4
- 2<sup>nd</sup> Contract: c2fundSource1, c2fundSource2, c2fundsource3, c2fundSource4
- 3<sup>rd</sup> Contract: c3fundSource1, c3fundSource2, c3fundsource3, c3fundSource4

**For Non Certificated Assignments: ncFundSource1, ncFundSource2, ncFundSource3, ncFundSource4**

**Funding Source Percentage/Percent Source ((maximum value = 100(%)) (section 6)**

The percentage of funding from each funding code source.

**Data element field names for certificated staff:**

- 1<sup>st</sup> Contract: c1percentSource1, c1percentSource2, c1percentSource3, c1percentSource4
- 2<sup>nd</sup> Contract: c2percentSource1, c2percentSource2, c2percentSource3, c2percentSource4
- 3<sup>rd</sup> Contract: c3percentSource1, c3percentSource2, c3percentSource3, c3percentSource4

**Data Elements for Non Certificated Staff:** ncPercentSource1, ncPercentSource2, ncPercentSource3, ncPercentSource4

### Multiple Funding Sources:

If an employee's pay is from **multiple** funding sources, review the allocations to assure the sum of the fund source percentages equals 100 (%). (Contract fte is irrelevant to the funding percent.)

Example 1. Ms. Smith holds three contracts. Contract 1 is an administrator's type A contract (Special Ed Director), .50 fte paid out of Title I and Federal IDEA funding.

Her second contract is a teaching type C contract for .50 fte paid out of the general fund.

Ms. Smith also teaches alternative summer school, which is funded by the general fund.

<b>Contract 1 Type</b>	<b>A</b>	<b>Contract 2 Type</b>	<b>C</b>	<b>Contract 3 Type</b>	<b>AS</b>
<b>Contract 1 Base Salary</b>	\$ 40,000	<b>Contract 2 Base Salary</b>	\$ 30,000	<b>Contract 3 Base Salary</b>	\$ 3,500
<b>Contract 1 Days</b>	260	<b>Contract 2 Days</b>	91	<b>Contract 3 Days</b>	30
<b>Contract 1 Hours</b>	1820	<b>Contract 2 Hours</b>	637	<b>Contract 3 Hours</b>	162
<b>Contract 1 FTE</b>	0.50	<b>Contract 2 FTE</b>	0.50	<b>Contract 3 FTE</b>	0.18
<b>Contract 1 Funding Code 1</b>	01	<b>Contract 2 Funding Code 1</b>	10	<b>Contract 3 Funding Code 1</b>	10
<b>Contract 1 Percent Source 1</b>	50	<b>Contract 2 Percent Source 1</b>	100	<b>Contract 3 Percent Source 1</b>	100
<b>Contract 1 Funding Code 2</b>	04	<b>Contract 2 Funding Code 2</b>		<b>Contract 3 Funding Code 2</b>	
<b>Contract 1 Percent Source 2</b>	50	<b>Contract 2 Percent Source 2</b>		<b>Contract 3 Percent Source 2</b>	
<b>Contract 1 Funding Code 3</b>		<b>Contract 2 Funding Code 3</b>		<b>Contract 3 Funding Code 3</b>	
<b>Contract 1 Percent Source 3</b>		<b>Contract 2 Percent Source 3</b>		<b>Contract 3 Percent Source 3</b>	
<b>Contract 1 Funding Code 4</b>		<b>Contract 2 Funding Code 4</b>		<b>Contract 3 Funding Code 4</b>	
<b>Contract 1 Percent Source 4</b>		<b>Contract 2 Percent Source 4</b>		<b>Contract 3 Percent Source 4</b>	

**Example 2:** Teacher 2 works half days as kindergarten instructor (.5 fte) and is paid fully out of the General Fund. She would be reported as:

c1fundSource1 10 c1percentSource1 100

Teacher 2 works in the afternoon as a non-certificated teacher's aide as well and is paid fully out of Title I-A funds. She would be reported as:

Non Certificated Funding code1 01 Non certificated Percent Source 1 100

**Example 3:** A teacher works 3 periods per day as a Title 1-C teacher and 4 periods as a math teacher paid by the General Fund. She would be reported as:

c1fundSource1 02 c1percentSource1 43 (3/7)  
c1fundSource2 10 c1percentSource2 57 (4/7)

**Example 4:** A teacher works as an elementary instructor and is paid fully out of the General Fund. She would be reported as:

c1fundSource1     c1percentSource1

## Certificated Staff Assignment Data Elements (Idaho Unit Record Collection, Section 7, Staff Assignments)

Certificated Staff Assignment data records **must** be submitted for all certificated employees. Funding is based on the data submitted as of the last Friday in September; a “snap shot in time”.

The assignment data **must** be completed for each certificated contract. In some cases an employee may have a contract to teach all day at the regular school and then a contract to teach at the alternative school in the evening. Assignment data must be completed for each contract.

### Idaho Staff Number (section 7)

Enter the employee’s unique Idaho Staff Identification Number.

### School ID (section 7) (This is the SDE assigned school number in the Idaho Education Directory)

Enter the school number in which the assignment takes place using the School ID for your district. This is the SDE assigned school number in the Idaho Education Directory.

If an employee has the same assignment in more than one building, it is important for school accreditation purposes to show the assignment in each building.

**Example:** A principal oversees two buildings. An assignment code for the principal should be entered for each school.

### Contract Number (section 7)

Enter the number of the contract which corresponds to the assignment code (Contract 1, 2, or 3 - not to be mistaken with contract type (A, R, AS). Is this the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> contract?).

**Do not enter a contract number for classified assignment codes.**

### Section Period (section 7)

The period of the day for the instructional course/assignment section. **Do not report teacher preparation periods.**

Certificated staff performing their duties "by assignment" rather than "by period" can enter the information as a single assignment.

**Example:** Ms. Smith works exclusively at Monroe’s Elementary School as the principal.  
Enter assignment data for period one only.

Principal	Period 1	1.0 FTE
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**Example:** Ms. Jones is a principal and teaches three classes of American History per day.

Principal	Period 1	.570 FTE
History	Period 3	.144 FTE
History	Period 4	.143 FTE
History	Period 5	<u>.143 FTE</u>
		1.000 FTE

**Staff Assignment Code (section 7)** *The Idaho state assignment code that best outlines the particular assignment. This code should be the same code used when matching instructional staff records between Staff Assignments, Student Course Enrollments and Master Course Schedule files.*

Refer to **2017-2018 Assignment Credential Manual** ([www.sde.idaho.gov/site/isee](http://www.sde.idaho.gov/site/isee)).

**Remember**, the Certificated Staff Assignment data must be as of the **last Friday in September**; a "snap-shot in time". Alternate day kindergarten teachers and year-round "track schools" should report the last full day prior to the last Friday in September that they were in session.

**Teaching Role (Section 7) (UPDATED)**

For Teachers, the primary role they play in the classroom:

T Teacher of record: Teacher of record that is solely in charge of a classroom and leading instruction.

P Proctor: The person proctoring the class for the teacher in the case of a virtual course.

~~S Supplemental Educator-REMOVED~~

The certified staff person, assisting a regular classroom team teacher, providing supplement educational guidance to student(s). May share the same class period and assignment, but the students will be assigned to the teacher of record.

1 Lead Team Teacher

Teacher works with an Assisting Teacher, but is in the master or mentor teacher role. Students are all assigned to this teacher's assignment.

2 Assisting Teacher

Teacher assisting a lead team teacher. May share the same class period and assignment, but the students will be assigned to the lead teacher.

C Co-Teacher

Class is team taught and this teacher shares duties equally with another teacher. Each teacher has an assignment and student courses are generated for each teacher. Students are assigned to both courses.

L Long Term Substitute

***A person who has taken over an assignment for a teacher of record***, who stays in the same classroom, teaching the same assignment for 10 consecutive days or more. An individual who temporarily replaces a contracted certificated classroom educator for 10 consecutive days during the school year.

X Short Term Substitute

A person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment ***for less than*** 10 consecutive days; An individual who temporarily replaces a contracted certificated classroom educator for less than 10 consecutive days during the school year.

**FTE (section 7)**

The full-time equivalent status for this assignment.

**Note: the sum of the assignment FTE(s) must equal the contract FTE amount.**

**Example 1:** Chester Arthur is a certificated instructor with an annual contract of 1.0 FTE. Chester teaches at a secondary school with a six period day.

Period 1	Geography	.20 FTE
Period 2	Social Studies	.20 FTE
Period 3	Social Studies	.20 FTE
Period 4	Social Studies	.20 FTE
Period 5	Geography	.20 FTE
Period 6	Prep Period	<u>0 FTE</u> (N/A, do not submit)
Total FTE		1.0 FTE

Full Time Annual Contract (1 FTE)		
1	0.20	Geography
0.9		
0.8	0.20	Social Studies
0.7		
0.6	0.20	Social Studies
0.5		
0.4	0.20	Social Studies
0.3		
0.2	0.20	Geography
0.1		

**Example 2:** Lily is a certificated instructor with an annual contract for .5 FTE. Lily teaches one kindergarten class at an elementary school.

Period 1	Kindergarten	.5 FTE
----------	--------------	--------

Annual Contract .50 FTE		
1		
9		
0.8		
0.7		
0.6		
0.5	0.50	Kindergarten a.m. session
0.4		
0.3		
0.2		
0.1		

**Example 3: Late Hire:** Mary is a certificated instructor hired at the end of September with an annual contract of .90 FTE. Mary teaches one kindergarten class in the morning and one class in the afternoon. **Even though Mary will teach a full day for the remainder of the year, she is contracted for fewer days than the average full time teacher in her district due to the late start date (171 days/190 days = .90 fte).**

Period 1	Kindergarten	.45 FTE
Period 2	Kindergarten	<u>.45 FTE</u>
Total FTE		.90 FTE

Annual Contract .90 FTE		
1		
9	0.90	Kindergarten
0.8		
0.7		
0.6		
0.5		
0.4		
0.3		
0.2		
0.1		

**Assignment Start Date (section 7)**

The date this assignment starts.

**Assignment End Date (section 7)**

The date this assignment ends.

**Notes (section 7)**

Any comments or explanatory notes for the data in this record.

## V. Non-Certificated Staff

The following data elements for the current school year should be completed for each Non-Certificated employee on the payroll as of the last Friday in September.

### Personnel Information / Basic Data Elements

**Input/update** the personnel information data (see section II (A) Staff Demographics/Basic Data Elements for all employees).

#### Base School ID

From the SDE Assigned school number. Code employees with more than one building assignment to the building where they have their primary responsibility or where they receive their mail.

### Submit the Current year Non-Certificated Employment data

Update current year employment data for all non-certificated employees included in the prior year ISEE program. Add assignments for new non-certificated employees for school year 2016-2017.

#### Is Paraprofessional (section 6)

Is this staff member a ParaProfessional working with students? That is, does this staff member have paraprofessional assignment, is not treated as a certified staff member for those assignments, and works under the direction of certified staff ? (Yes or No).

#### Employment Date (Month/Day/Year) (section 6)

Enter the month, day, and year the employee began current, continuous employment with the district. **If a certificated employee is being added as a non-certificated employee, use the date of non-certificated employment.**

#### Employment Status (section 6)

The employee's employment status.

- **A = Active** employee with current assignments.
- **I = Inactive** - The employee is currently on an **active contract** within the District, but not currently working or having active assignments. i.e. Does not have any currently active assignments, but is expected to return to active status at some point in the future. Examples include: sabbatical, family leave, maternity leave, etc.
- **T = Terminated** employee is no longer employed by the district.
- If either **"inactive"** or **"terminated"** is indicated, a **"reason" code** and an effective date must be included (terminationDate and terminationReason).

#### Termination/Inactive Date (Month/Day/Year) (section 6)

If the status code "inactive" or "terminated" is used, enter the month, day, and year that the employee became or will become inactive or terminated. Leave blank for active employees.

#### Termination/Inactive Reason Code (section 6)

If either inactive or termination is indicated, list the code which best describes the reason for the change in status.



Leave blank for active employees.

***Inactive*** reason codes are as follows:

<u>Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

***Termination*** reason codes are as follows:

<u>Code</u>	<u>Description</u>
01	To work for another educational institution in Idaho
02	To work for another educational institution outside Idaho
03	Leaving education profession
04	Returning to school
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
15	Contractor no longer paid on district payroll
16	Early retirement incentive program participant
17	Changing certificated to non-certificated position within the same district
18	Changing non-certificated to certificated position within the same district

## **Assignments and Wages**

Enter the assignment code, rate per hour, hours per week and weeks per year for each non-certificated position.

**Leave the contract number (contractNo) field blank for non certificated staff.**

### **Assignment Code (section 7)**

- Enter the assignment code that best describes the particular non-certificated position (97XXX series).
- Enter the primary (highest total wage) position first.
- Limit reporting to three non-certificated assignment codes per employee.
- Non-certificated assignment codes also begin with “97XXX” series

Do not use non-certificated assignment codes to report positions for which certification standards exist. Employees in such positions must be reported as certificated staff. This action may result in funds being withheld. (I.C. §33-1002(6)(d))

**Idaho Statutes 33-513 and 33-1201 clearly mandate all professional staff hold a valid certificate for the service being rendered. Regardless of the funding source, the salary amount for every non-certificated teacher is subtracted from the foundation payment.**

**See I.C. §33-1002(6)(d) “Adjustment of District Share. The contract salary of every non-certificated teacher shall be subtracted from the district’s share as calculated....”**

### **FTE (section 7)**

Enter the full time equivalent status for the assignment based on the number of hours worked per year divided by 2080 hours.

### **Non-Certified Rate Per Hour (section 7)** (e.g. \$7.50 reported as 7.50)

- Enter the employee's rate of pay per hour.
- Adjust the rate per hour to include any extra-pay, overtime, bonuses, etc. Do not overstate the actual number of hours worked to adjust for this additional pay.
- Salaried non-certificated employees and non-certificated employees paid a "flat" amount need to have their pay converted to an hourly rate for ISEE purposes.
- Non-certificated employees are limited to a maximum of 1 FTE or 2080 hours.

**Example:** Carol, a non-certificated employee, is hired as the drill team coach for \$2,000. It is estimated that the drill team will practice from September through March (7 months) and there will be five 1-hour sessions per week. Carol's hourly rate would be \$14.29 per hour.

$$\begin{aligned} 7 \text{ months} \times 4 \text{ weeks per month} &= 28 \text{ weeks} \times 5 \text{ hours per week} = 140 \text{ hours} \\ \$2,000 \text{ divided by } 140 \text{ hours} &= \$14.29 \text{ per hour} \end{aligned}$$

### **Non-Certified Hours Per Week (section 7)** (UPDATED)

~~Enter the number of hours that the employee works each week; a 40 hour week would be reported as 40.~~  
Enter the number of hours, rounded to the nearest half hour that the employee works each week; a 40-hour, 14 minute week would be reported as 40.0 while a 40-hour, 15 minute week would be reported as 40.5.

### **Non-Certified Weeks Per School Year (section 7)** (round to the nearest week)

Enter the number of weeks that the employee is scheduled to work during the fiscal year. The ISEE program will not accept a fraction of weeks.

**Example:** Louise, a teacher's aide, works 6 hours per day for a full-school year. She is not required to attend staff development meetings of which 22 hours are planned for the school year. She is paid \$12.00 per hour. ISEE information for Louise is calculated as follows:

1,040	Total hours scheduled
- 22	Staff development hours
<u>1,018</u>	Actual hours scheduled

$$1,018 \text{ hours divided } 6 \text{ hours per day divided by } 5 \text{ days per weeks} = 33.9 \text{ weeks} = \mathbf{34} \text{ weeks.}$$

### **Assignment Start Date (section 7)**

The date this assignment starts.

### **Assignment End Date (section 7)**

The date this assignment ends.

## **Non-Certificated Paraprofessional Staff Record**

**All instructional paraprofessionals working in a Title I school wide school or paid by Title I funds and working in a Targeted Assistance Program at a school must meet the following requirements.**

The NCLB law states that paraprofessionals who are paid in part or in total with Title I-A funds must meet certain education requirements. The idea behind this is that the most at-risk students should be instructed by the most qualified teachers with assistance from paraprofessionals that meet at minimum the following:

1. High School Diploma
2. One of the following:
  - a. Bachelor's Degree or Associates Degree
  - b. 2 years (32 credits total) of post-secondary work.
  - c. Proficiency on the state's rigorous test-In Idaho this is the Para-Pro Praxis Exam with a minimum score of 460.

### **Academic College Degree (section 6)**

Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Master of Arts
BS	Bachelor of Science	MS	Master of Science
DR	Doctorate	ES	Ed Specialist (Ed. D.)
A	Associate		

### **Date of Degree (Date of Highest Degree) (section 6)**

Enter the date that the highest degree reported was granted (e.g. 05/21/2008).

### **Institution (Granting Degree) (section 6)**

Enter the applicable code corresponding with the highest degree reported. Zeros (000) are to be entered for all out-of-state institutions. If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State
010	Boise State University
020	College of Idaho
025	College of Western Idaho
030	Idaho State University
035	Lewis-Clark State College
040	North Idaho College
050	Northwest Nazarene College
060	BYU – Idaho (formerly Ricks)
070	University of Idaho
075	ISU/UI At University Place – Idaho Falls
080	Magic Valley Christian College
082	Eastern Idaho Technical College
085	College of Southern Idaho

**State of Institution (section 6)**

The state where the institution that granted the credit is based.

**Number of College Transcript Credits Earned (section 6)**

Enter the number of college transcript credits.

**Date Minimum College Transcript Credits Earned (section 6)**

Enter the date college transcript credits were completed (e.g. 05/21/1990).

**Parapro High School Diploma Type (section 6)**

Did they receive a high school diploma or a GED (or equivalent)?

D = regular high school degree

G = GED or equivalent

X = No Diploma or something else

**Parapro Praxis Exam (section 6)**

Para Pro PRAXIS exam information is now being received by SDE's Teachers Certification Division. Provide SDE's Teacher Certification Division with any additional information that may be require data entry (i.e., an individual passing the paraprofessional exam period prior to becoming a part of Idaho's ISEE data collection, such as passing it when employed in another state).

Was the ParaPro Praxis Exam Taken? Yes or No

**Is Parapro Praxis (section 6)**

This is a flag for non-certificated paraprofessional instructional assistants indicating if they took the Praxis or ETS Paraprofessional Exam.

Enter Yes or No

**Parapro Praxis Exam Score (section 6)**

The score from the ETS paraprofessional exam.

**Parapro Praxis Exam Date (section 6)**

The date they passed the ETS paraprofessional exam.

**Parapro Out of State Praxis Exam (section 6)**

Was the ETS paraprofessional exam taken in another state? Yes or No

## VI. Non-District Contracted Certificated Staff

Non-District Contracted Certificated Staff **may** be reported on **ISEE Form 6** when districts have unutilized fte (instructional or pupil service). See Appendix A for a copy of the manual form and additional information. This form is not applicable to Charter Schools.

The forms are available in pdf and Excel formats and can be downloaded from the ISEE website. The forms are due by [December 15, 2017 for the February payment](#) but may be submitted at any time during the year without requesting permission. (Submit the form to Public School Finance for processing.)

Non-district contracted certificated staff are those individuals not directly employed by the district. No social security and/or retirement benefits are withheld from the amount paid the contracted person. These individuals are not your employees but rather purchased services.

*Note: All non-district contracted certificated staff shall adhere to the standards existing for the services being rendered.*

Please note the following in completing the Non-District Contracted Certificated Staff forms:

- ✓ Complete ISEE Staff Form 6 for "Non-District Contracted Certificated Staff".
- ✓ Use same basic guidelines as for Certificated Staff (see page 17)
- ✓ Forms require special handling by the SDE.
- ✓ Submit forms to SDE.

### Contract

**Contracted Amount** (e.g. \$32,703 = 32703)

Enter the contractor's salary as it appears on the contract. Round to the nearest dollar. Report only the salary portion of the contract.

### **Days**

Enter the number of days on the contract. For staff contracting on a monthly basis, calculate the number of days using a five-day workweek (total number of weeks times 5). For consistency on twelve-month contracts, enter 250 days.

**Full-Time Equivalents (FTE)** (maximum = 1.00)

The FTE must be calculated for those employed less than a full school year, fewer than five days per week, or less than a full school day. If a contractor is working less than a full day for the entire school year, divide the number of class periods at work by the number of periods in the usual day to determine FTE.

**Example:** Ms. Gray, a certificated Speech/Language Pathologist, evaluates students 2 periods per day for the full school year. The school usually has 7 periods per day. The FTE for Ms. Gray is  $\frac{2}{7}$  or 29% (.29).

### Contractor Funding Source

The funding source provides information about how each contractor is funded. This section must be completed.

**Contractor Funding Source Code** (2 digits)

<u>Code</u>	<u>Funding Source</u>
01	Title I
02	Title I - Migrant
03	Title I - Handicapped
04	Title VI-B IDEA Special Ed
05	Title VI-B IDEA Preschool
06	Transportation Program
07	Food Service Program
08	Other Federal Program
09	Other State/Local (not state funding formula)
10	General M & O (state funding appropriation)

**Funding Source Percentage/Percent Source (maximum value = 100%) (section 6)**

Report the percent of total FTE's the non-district/charter contracted certificated individual is paid by the funding codes identified above. The entries must total 100%.

**Example:** Jeff is an employee of Mountain View Speech and Hearing. The district has contracted with Mountain View for Jeff to work at the district two days a month. It is anticipated that Jeff will spend 80% of his time working with special education students using Title VI-B IDEA funding and 20% of his time with regular students (General Fund). He would be reported as funding code "04" for 80% and funding code "10" for 20%.

**Assignments Performed**

Enter the code(s) from the ISEE Assignment Codes that best describes the particular teaching, support or administrative position.

Contractor Information (Non-District Contracted Certificated Staff)

7	CONTRACTED INFORMATION					
CONTRACT						
Contract Amount		Days		FTE		
17340		95		.50		
CONTRACTOR FUNDING SOURCE						
1ST Program		2ND Program		3RD Program		
Code	% of FTE	Code	% of FTE	Code	% of FTE	
04	80	10	20			
ASSIGNMENTS PERFORMED						
Code		Code		Code		
32010		32050				

**Idaho System of Educational Excellence (ISEE)**  
**2017-2018 School Year - Summer Alternative Secondary School Staff Data Guidance**

While Alternative Secondary Summer School may begin prior to July 1, 2017, summer school is funded in the 2017-2018 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2018 school year and must be submitted in a one-time Summer Alternative upload. Data submitted prior to August 2017 will not be properly funded.

**Report the complete summer files in ISEE and use “ISEE Summer Alternative 2016 v7”. This submission opens on August 4, 2017 and closes on August 18, 2017.**

**Only approved Summer Alternative Secondary Schools and Programs need to be reported.**

Alternative Secondary Summer School certificated staff shall hold the proper credentials or State funds will be withheld. A summer alternative certificated employee must be the teacher of record for student alternative summer enrollment and attendance.

***Important Data Elements and Option Codes for Summer School Funding***

Summer Alternative Secondary School certificated personnel must be reported as a separate contract.

**Staff Demographics**

**Contract Type (contractType):** Use option code **AS (Approved Alternate Summer School)** to designate alternative summer school.

**Contract Base Salary** (e.g. \$3,000 = 3000) Round to the nearest dollar.

Enter the employee's salary for the summer alternative secondary school contract. The figure should not include any amount for extra pay such as coaching or driver education.

If the employee is paid on an hourly basis, calculate the base salary by multiplying the total number of hours worked by the employee's hourly rate of pay. Required field - do not leave blank.

**Contract FTE:** Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff. **Required field - do not leave blank.**

**Contract Days:** Enter the number of days the employee is employed for the summer alternative program. **Required field - do not leave blank.**

**Contract Hours:** Enter the total number of hours the certificated employee works in the summer alternative program. Maximum number of hours is 900 per year for an alternative school. Each summer school session is 225 hours. **Required field - do not leave blank.**

**Example:** If an employee is teaching 2.88 hours per day, five days a week for five weeks you would enter 72 hours in the "Total Hours" box. (2.88 hours x 5 days per week x 5 weeks / 900 hours = .08 fte)

## **Summer School Assignments**

**School ID (schoolId):** Enter the **approved alternative summer school number** in which the assignment takes place. Other school IDs will not be recognized for funding purposes.

**Contract Number (contractNo):** The number of the contract associated with this assignment - contract **1, 2 or 3**.

**Assignment Code (assignment):** Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to 2017-2018 Assignment Credential Manual.

***Funding shall be withheld if staff do not hold the proper credentials or endorsements.***

**Assignment FTE:** Summer school FTE equals total hours taught divided by 900 hours. **Please note: the sum of the assignment FTE(s) must equal contractFTE1, contractFTE2, or contractFTE3.**

**Example:** Ms. Smith holds a contract to teach 72 hours during summer school.

The alternative summer school contractFTE1 is .08 fte (72 hours/900 hours). Mrs. Smith teaches two classes. Each assignment FTE is .04 FTE (36 hours/900 hours). The sum of the two assignment FTEs equals the contractFTE1 of .08.

## **Non-Certificated Staff**

Enter non-certificated employees working **only** during the summer months in 2017 at an Approved Alternative Summer School 2017-2018 data collection. ***Do not enter non-certificated employees working 12-months of the year unless the position is unique to the approved Alternative Secondary Summer School.***

### **Summation: Key components for approved Alternative Summer School funding Staff Demographic File**

- Summer school separate contract 1, 2 or 3
- Summer school contract type “AS”
- Allocation of summer school fte (number of hours taught / 900 hours)

### **Staff Assignment File**

- Summer school **approved** ID
- Assignment Start Date and Assignment End Date must correspond to attendance and enrollment.

### **Upload**

- ISEE Summer Alternative 2016 **v7**.
- Collection period is 5/23/2017 to 8/18/2017.
- Submission period is 8/04/ 2017 to 8/15/2017 at 5:00 pm MTS.

**After the uploading the files, run the ISEE Assignment Credential Report to assure all staff are properly certificated and endorsed.**



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# **APPENDIX A**

## **ISEE FORMS**

## ISEE Staff Form 6 – Non District Contracted Certificated Staff (due by December 15, 2017).

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report ancillary instructional and pupil services staff on ISEE Form 6 to utilize FTE. **Not applicable to Charter Schools (Charter Schools receive full staff allowance without restriction).**

STATE OF IDAHO DEPARTMENT OF EDUCATION IDAHO BASIC EDUCATION DATA SYSTEM ISEE Data Collection - Staffing NON-DISTRICT CONTRACTED CERTIFIED STAFF											
1		STATUS									
		ACTIVE									
		INACTIVE									
		TERMINATE									
		CODE									
		EFFECTIVE DATE		2 SCHOOL YEAR							
		MM DD YY									
3		Idaho Staff ID (or Tax ID number)		4		DISTRICT		5		PRIMARY BUILDING	
6		PERSONAL INFORMATION									
NAME											
Last				First				Middle			
EDUCATION				HISTORY - K-12				History - HI ED			
Degree		Add Credits		State		Out of State		Non Public		Idaho Other	
7		CONTRACT INFORMATION									
CONTRACT											
Contract Amount				Days		FTE					
\$											
CONTRACTOR FUNDING SOURCE											
1ST PROGRAM			2ND PROGRAM			3RD PROGRAM					
Code	% of FTE		Code	% of FTE		Code	% of FTE				
ASSIGNMENT PERFORMED											
Code			Code			Code					
SERVICE DESCRIPTION											

## Virtual Template: Due no later than January 15, 2018- Districts Only

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report virtual instructional information on this form to utilize FTE. Not applicable to Charter Schools ([Charter Schools receive full staff allowance without restriction](#)).

New: EDUID required for each virtual instructor. All staff must be appropriately certificated and endorsed in Idaho to teach online classes. (I.C. 33-1201 - Certificate Required)

Idaho Department of Education Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees For School Year 2017-2018										
District/Charter										
Name of Virtual School Instructor	EDUID*	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
Total					0					
fte					-					
(total hrs/1380 hrs)										

\* Instructional staff must hold an Idaho certificate issued under I.C.33-1201.

2017\_18 Form
2017\_18 Example
⊕

## Example Virtual Template

Idaho Department of Education Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees For School Year 2017-2018										
District/Charter										
Name of Virtual School Instructor	EDUID*	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
Anderson, Alan	888866661	IDLA	Medical Terminology Sept 17wks 2017	141540	80	1	1	9/19/2017	1/16/2018	1
Anderson, Alan	888866661	IDLA	Fundamentals for Health Professionals Sept 17 wks 2017	140010	80	5	5	9/19/2017	1/16/2018	1
Anderson, Alan	888866661	IDLA	Physical Therapy Aide Sept 17wks 2017	140600	80	3	3	9/19/2017	1/16/2018	1
Borda, Bob	666777555	IDLA/LEN	Spanish IA Semester I Sept 17wks 2017	06101	56	3	3	9/19/2017	1/16/2018	1
Borda, Bob	666777555	IDLA/LEN	Spanish IIA Semester I Sept 17wks 2017	06102	56	10	10	9/19/2017	1/16/2018	1
Thomas, Terry	444455556	IDLA	Dual Credit U.S. Government & Politics A (CWI) Late Fall 2017	04151	56	1	1	9/19/2017	1/16/2018	1
Thomas, Terry	444455556	IDLA	Dual Credit U.S. Government & Politics B (CWI) Early Spring 2018	04151	56	1		9/19/2017	5/12/2018	1HS / 3College
Robertson, Richard	333344445	IDLA/LEN	Spanish IB Semester I 16wks	06101	56	2		9/19/2017	6/11/2018	1
Robertson, Richard	333344445	IDLA/LEN	Spanish II B Semester II 16wks	06102	56	8		9/19/2017	6/10/2018	1
Total					576					
fte					0.42					
(total hrs/1380 hrs)										

\* Instructional staff must hold an Idaho certificate issued under I.C.33-1201.

2017\_18 Form
2017\_18 Example
⊕

## 2017-18 ISEE Form 8

Idaho State Department of Education				
2017-18 ISEE Form 8_ Instructional Staff (Manual)				
2014-15 Education & Experience History for New Certificated Instructional Hires with Experience.				
(as of the last Friday in September, 2014)				
District / Charter Number:				
District / Charter Name:				
Date:				
<p>The purpose of this report is to establish the career ladder cohort for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year or had a gap in certificated employment. Submit education and experience records as of September 26, 2014. This is not applicable for instructional staff who are in their first year of holding a certificate.</p>				
Examples:				
Experienced Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.				
Instructional staff with an Idaho certificate who did not hold an active contract during 2014-15 and/or had a gap in certificated employment.				
Do not use this form to correct prior year data or to report staff who are in their first year of holding a certificate.				
Instructional Staff Demographic Information:		1	2	3
EDUID				
Last Name				
First Name				
Middle Name				
Former Name(s)				
Certificated Experience				
Did this person hold a K-12 teaching certificate in 2014-15 or earlier?				
Place of Last K-12 Experience (enter Idaho district or other state)				
Highest Degree for funding as of the last Friday in September, 2014				
Additional credits as of the last Friday in September, 2014				
Additional Degree, as of the last Friday in September, 2014				
Prior K-12 Idaho Teaching Experience as of the last Friday in September, 2014				
Prior K-12 Other States Teaching Experience (exclude Idaho) as of the last Friday in September, 2014				
Prior K-12 Private or Parochial Teaching Experience as of the last Friday in September, 2014				
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September, 2014				
Prior Higher Ed Teaching Experience - other states as of the last Friday in September, 2014				
Total Years of Experience as of the last Friday in September, 2014				
Did this person hold a certificated contract during the 2015-16 school year?				
Did this person hold a certificated contract during the 2016-17 school year?				
Estimate (optional):				
2014-15 Index				
2015-16 cohort				
2016-17 cohort				
2017-18 cohort				
Superintendent, Charter School Administrator, Business Manager or HR Director				
Signature				
Title				
Submit form to:				
Kathryn Vincen		<a href="mailto:klvincen@sde.idaho.gov">klvincen@sde.idaho.gov</a>		
LaRae Ashby		<a href="mailto:lbashby@sde.idaho.gov">lbashby@sde.idaho.gov</a>		
Brandon Phillips		<a href="mailto:bcphillips@sde.idaho.gov">bcphillips@sde.idaho.gov</a>		

◀
▶

### 2018.19 ISEE Form 8

### Instructional Base Year Index

### Rules

The purpose of this report is to establish the career ladder cohort for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year or had a gap in certificated employment. Submit education and experience records as of September 26, 2014.

**This is not applicable for instructional staff who are in their first year of holding a certificate.**

Examples:

- Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.
- Instructional staff with an Idaho certificate who did not hold an active contract during the 2014-15 school year and or had a gap in certificated experience.

The data on ISEE Form 8 will be added as a permanent employee record in the core database. Without this information, the teacher will not be placed on the career ladder or funded properly.

**Do not use this form to correct prior year records or to enter data for first year teachers.**

## 2017-18 ISEE Form 9

B	C	D	E	F	G	H	I	J
Idaho State Department of Education								
<b>2017-2018 ISEE Form 9 _ Pupil Personnel Service Staff (Manual)</b>								
2015-2016 Education & Experience History for New Certificated Pupil Service Hires with Experience. (as of the last Friday in September, 2015)								
District / Charter Number:								
District / Charter Name:								
Date:								
<p>The purpose of this report is to establish the career ladder cohort for certificated pupil service staff who did not hold an active Idaho contract during the 2015-16 school year. Submit education and experience records as of September 25, 2015. This is not applicable for pupil service staff who are in their first year of holding a certificate.</p> <p><b>Examples:</b></p> <p>Experienced Pupil Service staff new to Idaho who hold a certificate from another state and who are approved in Idaho.</p> <p>Pupil Service staff with an Idaho Pupil Services Certificate who did not hold an active contract during 2015-16 school year or had a gap in certificated employment.</p> <p style="color: red;">Do not use this form to correct prior year data or to report staff who are in their first year of holding a Pupil Services Certificate.</p>								
<b>Pupil Service Staff Demographic Information:</b>	1	2	3	4				
EDUID								
Last Name								
First Name								
Middle Name								
Former Name(s)								
<b>Certificated Experience</b>								
Did this person hold a K-12 Pupil Service or teaching certificate in 2015-16 or earlier?								
Place of Last K-12 Certificated experience (enter state other than Idaho or Idaho district)								
Highest Degree as of the last Friday in September, 2015								
Additional credits as of the last Friday in September, 2015								
Additional Degree, as of the last Friday in September, 2015								
Prior K-12 Idaho certificated Experience as of the last Friday in September, 2015								
Prior K-12 Other States Certificated Experience (exclude Idaho) as of the last Friday in September, 2015								
Prior K-12 Private or Parochial Certificated Experience as of the last Friday in September, 2015								
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September, 2015								
Prior Higher Ed Certificated Experience - other states as of the last Friday in September, 2015								
Total Years of Certificated Experience as of the last Friday in September, 2015								
Did this person hold a certificated contract during the 2015-16 school year?								
Did this person hold a certificated contract during the 2016-17 school year?								
<b>Estimate (optional):</b>								
2015-16 Index								
2016-17 cohort								
2017-18 cohort								
Superintendent, Charter School Administrator, Business Manager or HR Director								
Signature								
Title								
Submit form to:								
Kathryn Vincen	klvincen@sde.idaho.gov							
LaRae Ashby	lbashby@sde.idaho.gov							
Brandon Phillips	bcphillips@sde.idaho.gov							

**2017.18 ISEE Form 9**

Pupil Personnel Base Yr Index

Rules

The purpose of this report is to establish the career ladder rung for certificated pupil services staff who did not hold an active Idaho contract during the 2015-16 school year. Submit education and experience records as of September 25, 2015. **This is not applicable for pupil service staff who are in their first year of holding a certificate.**

Examples:

- Experienced Pupil personnel service staff new to Idaho who hold a certificate from another state and who are approved in Idaho.
- Pupil Service staff with an Idaho Pupil Services Certificate who did not hold an active contract during 2015-16 school year or had a gap in certificated employment.

Submit this report after the ISEE October 2017 files are uploaded. The data on ISEE Form 9 will be added as a permanent employee record in the core database. Without this information, the teacher will not be placed on the career ladder or funded properly.

# Prior Year Correction / Payment Adjustment Request

Files    FAQs    Training    Links

Resource Files

General Files

Manuals +

Other Forms -

- Emergency Closure
- Form 6 Non-District Certified | (PDF Format)
- 2015-2016 ISEE Form 8 - Education and Experience | (PDF Format)
- 2016-2017 ISEE Form 8 - Instructional Staff | (PDF Format)
- 2016-2017 ISEE Form 9 - Pupil Services Staff | (PDF Format)
- Prior Year Correction-Payment Adjustment Request
- Remote Schools Petition
- Virtual Template with Example

Prior Year Correction /  
Payment Adjustment Request

## ISEE Prior Year Correction/Revision & Payment Adjustment Request

Today's Date:

(Note: if correction made prior to October 1<sup>st</sup> of each year, adjusted payment adjustment will be made February 15<sup>th</sup>)

District/Charter Name and Number:

School Year Revision & Payment Requested For:  (Prior School Year(s))

Month(s) Corrected and Date(s) of Submission:

Regional Coordinator worked with:

Reporting Period Corrected: ☐ First Reporting Period ☐ Best 28 Weeks ☐ Both

Type of Changes: ☐ Staffing (First Reporting Period Only)

☐ Attendance/Enrollment

☐ Both

Description of problem:

Specific correction(s) made:

Copies of original payment documentation attached: ☐ Yes

Copies of documentation showing corrections attached: ☐ Yes

For Attendance these copies include: Foundation Program Worksheet, Current Year Support Unit Calculation Report, Building Level, Net Enrollment, Aggregate Attendance Detail, Best 28 Weeks, showing accepted and verified changes

*I certify that the changes made to the prior year data are accurate, and now accurately reflect what our units and or staffing changes should be:*

Business Manager Name & Signature:

Superintendent/Administrator Name & Signature:

For monthly ISEE filers, submit revised November files. For Cumulative ISEE filers, the revisions must be made in the last cumulative files submitted for the year.



# **APPENDIX B**

## **EDITS AND REPORTS**

## APPENDIX B –Reports - Accessing ISEE Staffing Reports

### All Personnel Employment Report

- Choose School Year 2017-2018
- Click on Review
- Choose Excel or PDF as format
- Export
- Save

DIVISIONS   PROGRAMS   COMMUNICATION   RESOURCES   DATA COLLECTION   ADMINISTRATORS



Idaho Staffing

[Back to Reports List](#)

All Personnel Employment Info - V6

School Year

2017 - 2018

Effective Date

8/4/2017 12:00:00 AM

Provider

999 State of Idaho

View

1 of 1

Select a format

Export

Effective Date :

Idaho State Department of Education

8/4/2017 11:41:24 AM

Page: 1

Basic Education Staffing System

All Personnel Employment Info

School Year: 2017 - 2018

Effective Date: 8/4/2017

Provider: 999 State of Idaho

Certified Personnel Employment Info

Initial

Date Professional

< Hist Years ->

< Hi-Ed >

<----- Contract ----->

Extra Pay

Fi

Bldg	Edu Id	Name	Assign(s)	Cert Yr	Endorsement	Degree	Credits	In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	Amount	Ct
------	--------	------	-----------	---------	-------------	--------	---------	----	-----	------	----	-----	--------	------	-----	------	----	--------	----

Certified Provider Totals

Non-Certified Personnel Employment Info

Funding Source

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Fte	Salary Cd	% of FTE	Total Salary
------	--------	------	--------	------	-------	-------	-----	-----------	----------	--------------

Non-Certified Provider Totals

# All Personnel Employment Report V-6 (All Certificated Staff, All Funds (part 1 of 2))

Effective Date : Idaho State Department  
Page: 1 Basic Education Staffing  
All Personnel

#####

School Year: 2017 - 2018  
Effective Date: 10/15/2017  
Provider: 999 Example Charter School

## Certified Personnel

				Initial	Date Professional	<- Hist Years ->					< HI-Ed >		<--- Contract --->				Extra Pay		Fund Src		
Bldg	Edu Id	Name	Assign(s)	Cert Yr	Endorsement	Degree	Credits	In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	Amount	Cd	% FTE	
999	xxxxxxxx	Aaron, Brock	43050	1997	2015-07-01	M	39	13	0	0	0	0	\$ 90,000		1	A			10	100	
999	xxxxxxxx	Adams, Abigail	01001 01002	2000	2015-07-01	MA	30	6	6	0	0	3	\$ 47,731		1	C			10	100	
999	xxxxxxxx	Brown, Harvey	02052 02056 22106	2008	2015-07-01	MA	3	7	0	0	0	0	\$ 45,449		1	C			10	100	
999	xxxxxxxx	Cartright, Edward	01151	2011	2015-07-01	MA	0	0	18	0	0	0	\$ 36,424		0.43	3			10	100	
999	xxxxxxxx	Ceeley, Mary	04001 04151 22104	1995	2015-07-01	MA	19.5	6	19	0	0	4	\$ 47,731		1	C			10	100	
999	xxxxxxxx	DeCosta, Georgia	03001 03101	2006	2015-07-01	MA	57	7	0	0	0	0	\$ 35,280		0.4	C			10	100	
999	xxxxxxxx	Dover, Edward	140010 140510 141540	2005	2015-07-01	CS	0	0	0	0	0	0	\$ 24,226		0.22	2			10	100	
999	xxxxxxxx	Fredericks, Julie	02046 22003 23006	2000	2015-07-01	BS	26	15	0	0	0	0	\$ 45,328		1	C			04	50	
																			10	50	
999	xxxxxxxx	Goslin, Carol	01982 01983 23006 43020	1984	2015-07-01	M	25	5	0	1	0	0	\$ 44,125		1	3			10	50	
																			4	50	
999	xxxxxxxx	Howard, Harold	12152 19201 22207	2001	2015-07-01	M	12	13	0	0	0	0	\$ 36,774		0.46	C			10	100	
999	xxxxxxxx	Jackson, Mary	01004 04251 04254	1994	2015-07-01	MS	55	14	0	0	0	0	\$ 47,731		1	C			10	100	
																		F	500	10	100
																		L	2000	09	100
999	xxxxxxxx	Johnson, Robert	02072 02154	2002	2015-07-01	BS	16	12	0	0	0	0	\$ 44,990		1	C			10	100	
999	xxxxxxxx	Kendall, Anne	04051 04101 04201	2008	2015-07-01	BA	12	1	0	0	0	0	\$ 45,449		1	C			10	100	
999	xxxxxxxx	Lima, Anton	08001 08005 08051	2004	2015-07-01	BS	40	9	0	0	0	0	\$ 34,944		0.46	C			10	100	
999	xxxxxxxx	Lyon, Sue	03003 03051 03053	2006	2015-07-01	M	0	8	1	0	0	0	\$ 45,890		1	C			10	100	
999	xxxxxxxx	McClellan, Francis	32110	2013	2016-07-01	MS	2	1	0	0	0	0	\$ 45,779		1	C			10	100	
999	xxxxxxxx	Murphy, Catherine	05151 05154 05155	2001	2015-07-01	BA	61	8	0	5	0	0	\$ 24,696		0.32	C			10	100	
999	xxxxxxxx	Paddock, Janet	01003 42200	1997	2015-07-01	M	6	9	6	0	0	0	\$ 72,000		1	A			10	64	
																			01	5	
999	xxxxxxxx	Starbuck, Dina	22151	1996	2015-07-01	MS	54	10	4	0	5	0	\$ 12,730		0.15	C			10	100	
Certified Provider Totals													\$ 827,277		14.44			\$ 2,500			

Certified

Classified

Save the All Personnel Employment Report in Excel or pdf format. There are two tabs in the Excel file. The opened tab is the certificated staff report and the second tab is the non certificated staff report.

- Review all data fields for accuracy. Assure all staff assignments and funding codes are correct. If an employee is paid from **multiple** funding sources, review the allocations to assure the **sum of the fund source percentages equals 100 (%)**.

This report is the detail of all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If data is incorrect or missing, review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your records and resubmit the files.

### **Business Rules (key data elements for the certificated staff report):**

- Data field "isCertified" must be "Y"
- Year of initial certification must be populated
- Employment status must be active on the snapshot date or during summer school
- Employee must have active assignments on the snapshot date or during the summer school
- Experience and education fields must be populated
- Base salary amount must be populated
- If the Contract fte is greater proportionally than the minimum salary of \$34,600, then the fte is reduced
  - Example: Contract fte is .50 and the base salary is \$10,000, then the fte is reduced to .29 (10,000/34,600).
- Base contract must have corresponding assignment codes with the correct **contractNo** entered. **Each**

**contract is a stand-alone contract and shall be considered on its own merits.**

- a. Example: A teacher has one full time contract and four assignments. Each assignment must have **contractNo 1** entered. The number entered in the **contractNo** field must correspond to the first, second or third contract. (Not to be confused with contract type.) See examples on pages 29 & 30.
9. The sum of the assignment FTE(s) must equal the contract FTE.
10. Fund source code and fund source percentage fields must be populated.
11. If the employee has more than one contract, the fund code and fund source percentage fields must be entered for each contract.
12. The sum of the fund source percentage(s) must equal 100 (for each contract).
13. Assignments must be active on the snapshot date and required data fields must be entered.
14. Assignment start date and assignment end date must be valid
  - a. Example: Assignment start date is 8/01/17 and the assignment end date is 1/30/17. This data will not be included due to the incorrect end date.

**Common Issues:**

1. The data field "isCertified" entered as "N"
2. The assignment contract number does not correspond to a valid contract or the contract does not have corresponding assignments.
  - a. For example, a teacher has two contracts.
    - i. contractFTE1 = 1.0
    - ii. contractFTE2 = .14
    - iii. The sum of the assignment ftes for contractNo 1 equals 1.14 and there are no assignments for contractNo 2.
    - iv. Both contracts are invalid for funding purposes.
3. The summer school contract type is invalid. Only **AS** (Alternative Summer) is acceptable.
4. The summer school assignments do not have a corresponding approved alternative summer school building number entered in the **schoolID** field.
5. The variance between the contract fte and the sum of the assignment fte(s) is greater than 1%.
6. The assignment code is inactive or invalid.
7. The assignment start date and end date are not valid or do not indicate an active status on the snapshot date.
  - a. The assignment start date is after the snapshot date. Thus, there are no active assignments on the snapshot date.
  - b. The assignments end prior to the snapshot date resulting in no activity on the snapshot date. This is not applicable to summer school assignments.
8. FTE is reduced due the amount entered in the contract base salary (see the example on line 7a in the above business rules).
9. Funding source percentage(s) do not equal 100.
  - a. For example, a teacher works half a day and holds a contract for .50 fte. The teacher is paid solely from fund code 10. The district entered the funding percentage as 50. The teacher will be missing from the report due to the incorrect allocation of funding (the sum of the funding sources must equal 100).
  - b. The second contract is not on the funding reports due to missing entries of Funding Source Codes and Funding Source Percentage(s). Each contract must have corresponding funding source code(s) and percentage(s).

## Personnel Employment Report V-6 (All Non-Certificated Staff, All Funds (part 2 of 2))

Non-Certified Personnel Employment Info											
Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Fte	Salary	Cd	% of FTE	Total Salary
1	xxxxxxxxxx	A	97502	14.24	35.00	35	0.59	\$17,444.00			
									10	100.00	\$17,444.00
1	xxxxxxxxxx	B	97310	12.94	38.00	35	0.64	\$17,210.20			
									07	100.00	\$17,210.20
1	xxxxxxxxxx	C	97310	14.56	40.00	35	0.67	\$20,384.00			
									07	100.00	\$20,384.00
1	xxxxxxxxxx	D	97501	13.43	15.00	35	0.25	\$7,050.75			
			97530	13.43	15.00	35	0.25	\$7,050.75			
									10	100.00	\$14,101.50
1	xxxxxxxxxx	E	97115	15.65	40.00	38	0.73	\$23,788.00			
									10	100.00	\$23,788.00
1	xxxxxxxxxx	F	97502	13.03	18.00	35	0.3	\$8,208.90			
									10	100.00	\$8,208.90
1	xxxxxxxxxx	G	97115	14.24	10.00	35	0.17	\$4,984.00			
			97502	14.24	25.00	35	0.42	\$12,460.00			
									04	71.00	\$12,385.24
									10	29.00	\$5,058.76
1	xxxxxxxxxx	H	97502	13.03	35.00	35	0.59	\$15,961.75			
									10	100.00	\$15,961.75
1	xxxxxxxxxx	I	97501	14.67	2.00	35	0.03	\$1,026.90			
									10	100.00	\$1,026.90
1	xxxxxxxxxx	J	97502	13.83	35.00	35	0.59	\$16,941.75			
									10	100.00	\$16,941.75
1	xxxxxxxxxx	K	97501	14.67	37.00	35	0.62	\$18,997.65			
									10	100.00	\$18,997.65
2	xxxxxxxxxx	L	97502	14.24	38.00	35	0.64	\$18,939.20			
									04	100.00	\$18,939.20
Non-Certified Provider Totals							6.49	\$190,447.85			\$190,447.85

Review all data fields for accuracy. Assure all staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to assure the percentages equal 100 (%).

Non certificated FTE equals (hours per week x weeks per years) / 2080 hours. If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.

When an employee has more than one assignment, check the data entries for reasonableness. For example, in total the person would not work more than 40 hours per week or more than 52 weeks during the year.

Note: The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.

**Placement on the multiplier table**  
**(For Administrative Staff)**  
**(Choose Code 10 Only)**

**Employment Placement Report**  
**(Reflects 2017-18 Administrator's factored index)**

Date : Page: 1				Idaho State Department of Education Basic Education Staffing System Employment Placement Schedule Including Summer School				
School Year: 2017-18 Effective Date: 10/20/2017				Funding Code 10 Only				
Provider: 999 Example DISTRICT								
Name	Edu Id	Degree	Credits	Years of Service		Education	Administrative FTE	
				Actual	Placement	Actual	Qualifying	Factored
Denver, Georgia	6xxxx	ES	0	23	23	MA+36 / ES/DR	1.00	2.01260
Wallace, Eli	22xxxx	ES	0	25	25	MA+36 / ES/DR	1.00	1.39290
Provider Totals							2.00000	3.40550
Factored Index							1.70275	

- Review all data elements for accuracy. Assure all certificated administrative staff paid from the general fund code 10 are listed on this report with accurate education, years of experience, and index placement.
- This report is the detail of the salary and benefit apportionment calculations for administrative staff. If data is incorrect or missing, review the All Personnel Employment Report V-6 for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.
- Note: Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule

# DRAFT

## Instructional FTE & Salary Report including Summer School Part I

Part: 1  
Idaho State Department of Education  
Basic Education Staffing System  
Instructional FTE & Salary Report including Summer School  
School Year: 2017 - 2018  
Effective Date: 10/15/2017

Part I		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Provider	Dist #	Name	EDUID	Current Career Ladder Placement	Current Base Salary	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g)	contract FTE	Cte Allocation	Allocated Salary (h x i)+(j)
Example Char	999	Adams, Abigail	99999999	P5	\$ 43,391	\$ 276.31		\$ 2,100	\$ 45,767.31	1		\$ 45,767.31
Example Char	999	Brown, Harvey	99999999	RP3	\$ 36,411			\$ 2,100	\$ 38,511.00	1		\$ 38,511.00
Example Char	999	Cartright, Edward	99999999	P5	\$ 43,391			\$ 2,100	\$ 45,491.00	0.43		\$ 19,561.13
Example Char	999	Ceeley, Mary	99999999	P7	\$ 45,711			\$ 2,100	\$ 47,811.00	1		\$ 47,811.00
Example Char	999	DeCosta, Georgia	99999999	P6	\$ 45,102			\$ 2,100	\$ 47,202.00	0.4		\$ 18,880.80
Example Char	999	Dover, Edward	99999999	RP3	\$ 36,411				\$ 36,411.00	0.22	\$ 660.00	\$ 8,670.42
Example Char	999	Fredericks, Julie	99999999	P4	\$ 42,825		\$ 1,200		\$ 44,025.00	0.5		\$ 22,012.50
Example Char	999	Goslin, Carol	99999999	P2	\$ 40,630			\$ 2,100	\$ 42,730.00	0.25		\$ 10,682.50
Example Char	999	Howard, Harold	99999999	P9	\$ 48,122			\$ 2,100	\$ 50,222.00	0.46		\$ 23,102.12
Example Char	999	Jackson, Mary	99999999	P10	\$ 48,802			\$ 2,100	\$ 50,902.00	1		\$ 50,902.00
Example Char	999	Johnson, Robert	99999999	P2	\$ 40,630				\$ 40,630.00	1		\$ 40,630.00
Example Char	999	Kendall, Anne	99999999	RP3	\$ 36,411				\$ 36,411.00	1		\$ 36,411.00
Example Char	999	Lima, Anton	99999999	P2	\$ 40,630		\$ 1,200		\$ 41,830.00	0.46		\$ 19,241.80
Example Char	999	Lyon, Sue	99999999	RP3	\$ 36,411			\$ 2,100	\$ 38,511.00	1		\$ 38,511.00
Example Char	999	Murphy, Catherine	99999999	P9	\$ 48,122		\$ 1,200		\$ 49,322.00	0.32		\$ 15,783.04
Example Char	999	Paddock, Janet	99999999	P5	\$ 43,391			\$ 2,100	\$ 45,491.00	0.21		\$ 9,553.11
Example Char	999	Starbuck, Dina	99999999	P10	\$ 48,802			\$ 2,100	\$ 50,902.00	0.15		\$ 7,635.30
Example Char	999				Subtotal	\$ 276.31	\$3,600.00	\$ 23,100.00	\$ 752,169.31	10.40	660.00	\$ 453,666.03
Example Char	999									Average Salary		\$ 43,621.73

Review all data elements for accuracy. Assure all certificated instructional staff paid from the general fund code 10 are on this report with the correct career ladder placement and educational allocations.

This report is the detail of the salary and benefit apportionment calculations for instructional staff with funding source code 10. The average instructional salary is derived from this data. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.

In order to establish cohorts for instructors without a FY17 record, districts must submit the new hires' degrees and years of experience as of September 2014 in an Excel format to Public School Finance. The data will be added as a permanent record in the core database (see Appendix A - 2017-187 ISEE Form 8).

Note: Only certificated instructors with prior year demographic records and accurate data paid from the general fund code 10 will populate the Instructional FTE & Salary Report.

If the Current Career ladder Placement col (c) is blank, refer to 2017-18 ISEE Form 8.

# DRAFT

## Instructional FTE & Salary Report including Summer School Part II

Idaho State Department of Education  
 Part: 2 Basic Education Staffing System  
 Instructional FTE & Salary Report Including Summer School  
 School Year: 2017 - 2018  
 Effective Date: 10/15/2017

Part 2		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
Provider	Dist #	Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	FY15 Index	FY15 Additional Degree	Current Career Ladder Placement	Current Base Salary	Current Highest Degree	Current Total Credits	Current Total Years	Current Index	Current Salary w.o. Career Ladder [(m)*\$23,354]	Qualifying Salary Adjustment [if (n) > (i), then (n) - (i)]
Example Charter	999	Adams, Abigail	99999999	MA	3	13	1.6138		P5	\$ 43,391	MA	30	15	1.8698	\$ 43,667.31	\$276.31
Example Charter	999	Brown, Harvey	99999999	MA	3	4	1.2941		RP3	\$ 36,411	MA	3	7	1.4451	\$ 33,748.87	
Example Charter	999	Cartright, Edward	99999999	MA	33	18	1.6138		P5	\$ 43,391	MA	0	18	1.6138	\$ 37,688.69	
Example Charter	999	Ceeley, Mary	99999999	MA	19.5	22	1.7371	MS	P7	\$ 45,711	MA	19.5	29	1.7371	\$ 40,568.23	
Example Charter	999	DeCosta, Georgia	99999999	MA	0	9	1.6743	M	P6	\$ 45,102	MA	57	7	1.6138	\$ 37,688.69	
Example Charter	999	Dover, Edward	99999999	BS	0	9	1.2473		RP3	\$ 36,411	BS	0	0	1	\$ 23,354.00	
Example Charter	999	Fredericks, Julie	99999999	BS	26	14	1.5555		P4	\$ 42,825	BS	26	15	1.5555	\$ 36,327.15	
Example Charter	999	Goslin, Carol	99999999						P2	\$ 40,630	M	25	6	1.4993	\$ 35,014.65	
Example Charter	999	Howard, Harold	99999999	M	3	12	1.8698	MA	P9	\$ 48,122	M	12	13	1.7371	\$ 40,568.23	
Example Charter	999	Jackson, Mary	99999999	MS	55	19	2.0126		P10	\$ 48,802	MS	55	14	2.0126	\$ 47,002.26	
Example Charter	999	Johnson, Robert	99999999	BS	12	11	1.4451		P2	\$ 40,630	BS	16	12	1.4993	\$ 35,014.65	
Example Charter	999	Kendall, Anne	99999999	BA	8	4	1.1587		RP3	\$ 36,411	BA	12	1	1.0764	\$ 25,138.25	
Example Charter	999	Lima, Anton	99999999	BS	32	8	1.4451		P2	\$ 40,630	BS	40	9	1.5555	\$ 36,327.15	
Example Charter	999	Lyon, Sue	99999999	M	0	7	1.1168		RP3	\$ 36,411	M	0	9	1.5555	\$ 36,327.15	
Example Charter	999	Murphy, Catherine	99999999	BA	65	17	1.8698		P9	\$ 48,122	BA	61	13	1.8698	\$ 43,667.31	
Example Charter	999	Paddock, Janet	99999999	MA	3	14	1.6138	M	P5	\$ 43,391	M	6	15	1.6138	\$ 37,688.69	
Example Charter	999	Starbuck, Dina	99999999	MS	54	20	2.0126	MA	P10	\$ 48,802	MS	54	19	2.0126	\$ 47,002.26	

Part II of the Instructional Staff FTE & Salary Report lists each instructor's fund source code 10. FY15 and FY18 education and years of experience are on the report. FY18 career ladder base salaries are compared to the amounts the instructors would have made had the career ladder not been implemented. If an instructor would have earned more by using the FY15 method of calculating salaries, the difference adds to the teacher's base salary. Adjustments are in Part I, column (e).



# DRAFT

## Pupil Services FTE & Salary Report including Summer School Part I

Effective Date :

Page: 1

Idaho State Department of Education

Basic Education Staffing System

Pupil Services FTE & Salary Report Including Summer School

School Year: 2017 - 2018

Effective Date: 10/15/2017

Part 1		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Provider	Dist #	Name	EDUID	Current Career Ladder Placement	Current Base Salary	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g)	contract FTE	Allocated Salary (h x i)
Example	999	McClellan, Francis	999999999	RP2	\$ 35,500			\$ 2,100	\$ 37,600.00	1	\$ 36,600.00
Example	999	Thomas, David	888888888	P10	\$ 48,802			\$ 2,100	\$ 50,902.00	1	\$ 50,902.00
	999				Subtotal			\$ 4,200	\$ 88,502.00	2	\$ 87,502.00
	999								Average Salary		\$ 43,751.00

If the Current Career ladder Placement col (c) is blank, refer to ISEE Form 9.

## Pupil Services FTE & Salary Report including Summer School Part 2

Effective Date : daho State Department of Education

Page: 2 Basic Education Staffing System

Pupil Services FTE & Salary Report Including Summer School

School Year: 2017 - 2018

Effective Date: 10/15/2017

Part 2		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
Provider	Dist #	Name	EDUID	FY16 Highest Degree	FY16 Credits	FY16 Total Years	FY16 Index	FY16 Additional Degree	Current Career Ladder Placement	Current Base Salary	Current Highest Degree	Current Total Credits	Current Total Years	Current Index	Current Salary W.O. Career Ladder [(m) * \$24,055]	Qualifying Salary Adjustment [(if (n) > (i), then (n) - (i))]
Example	999	McClellan, Francis	999999999	MS	2	1	1.1587		RP2	\$35500.00	MS	2	1	1.1587	27,872.53	
Example	999	Thomas, David	888888888	ES	0	20	2.0126		P10	\$48802.00	ES	0	21	2.0126	48,413.09	

# Edit Report – Staff Assignment FTE Variance Report

Idaho State Department of Education									
Page: 1		Basic Education Staffing System Staff Assignment FTE Variance Report							
School Year: 2017-18									
Provider: 999 Example DISTRICT									
EDUID	Name	Assignm ent Code	Assignment Name	Contract Number1 FTE	Contract 1 Assignment FTE As Reported	Variance Contract 1	Contract Number2 FTE	Contract 2 Assignment FTE As Reported	Variance Contract 2
xxxxxxxx	Abercrombie, Samuel			1.00					
xxxxxxxx	Abercrombie, Samuel	00011	English - Elementary (Gr. 1-6)		0.845				
xxxxxxxx	Abercrombie, Samuel	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.031				
xxxxxxxx	Abercrombie, Samuel	00063	Social Studies (Gr. 1-6)		0.124				
	Abercrombie, Samuel		Subtotal	1.00	1.000	0.00			0
xxxxxxxx	Ceeley, Mary			1.00			0.16		
xxxxxxxx	Ceeley, Mary	22054	Tutoring Practicum (Gr. 9-12)		0.160				
xxxxxxxx	Ceeley, Mary	23007	Developmental Support-Special Ed (Gr. 9-12)		0.400				
xxxxxxxx	Ceeley, Mary	58001	Physical Education (Gr. 6-8)		0.080				
xxxxxxxx	Ceeley, Mary	72206	Life Skills (Gr. 6-8)		0.080				
xxxxxxxx	Ceeley, Mary	73005	Social Development/Resource Instruction-Spec Ed (Gr. 6-8)		0.200				
xxxxxxxx	Ceeley, Mary	73007	Developmental Support-Special Ed (Gr. 6-8)		0.240				
	Ceeley, Mary		Subtotal	1.00	1.16	(0.16)	0.16	0	0.16
xxxxxxxx	Dewey, Edward			1.00					
xxxxxxxx	Dewey, Edward	00011	English - Elementary (Gr. 1-6)		0.286				
xxxxxxxx	Dewey, Edward	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.027				
xxxxxxxx	Dewey, Edward	00041	Mathematics (Gr. 1-6)		0.401				
xxxxxxxx	Dewey, Edward	00061	General Science (Gr. 1-6)		0.134				
xxxxxxxx	Dewey, Edward	00063	Social Studies (Gr. 1-6)		0.153				
	Dewey, Edward		Subtotal	1.00	1.001	0.00			0
			Total	3.00	3.16	(0.16)	0.16	0.00	0.16

This is an assignment report of all certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract ftes and assignment ftes.

If the data is incorrect, a prior year correction must be submitted to revise the information. The form for submitting prior year revision can be found at [www.sde.idaho.gov/site/finance\\_tech/forms](http://www.sde.idaho.gov/site/finance_tech/forms). For more information, contact Kathryn Vincen at [klvincen@sde.idaho.gov](mailto:klvincen@sde.idaho.gov) or LaRae Ashby at [lbashby@sde.idaho.gov](mailto:lbashby@sde.idaho.gov).

# **APPENDIX C**

## **MISCELLANEOUS**

## APPENDIX C – Miscellaneous

### I.C. §33-1004A Experience and Multiplier Table

Each administrative staff position shall be assigned an appropriate multiplier based upon the following table:

Experience and Education Multiplier							
I. C 33-1004A							
Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

(2) In determining the experience factor, the actual years of certificated service for as pupil personnel services staff, or teaching and administrative service for administrator certificate holders in a public school, in an accredited private or parochial school, or beginning in the 2005-06 school year and thereafter in an accredited college or university shall be credited.

(3) In determining the education factor, only credits earned after initial certification, based upon a transcript on file with the teacher certification office of the state department of education, earned at an institution of higher education accredited by a body recognized by the state board of education, shall be allowed; however, successful completion of a state approved evaluation training and proof of proficiency shall be counted as up to three (3) transcribed credits for determination of the education factor and meeting recertification requirements.

## **2017-18 Salary Based Apportionment Placement on the Career Ladder**

### **Instructional Staff**

1. Returning teachers advance to the next step on the career ladder. For example, all instructors in the P1 cohort will advance to P2.
2. New teachers in their first year of holding a certificate shall be placed on the first rung of the career ladder, RP1.
3. Align experienced out of state teachers with experienced Idaho teachers by determining their cohort in 2014-15 and advancing for each active subsequent year. To place experienced Idaho teachers with a break in employment, follow the same process. Refer to 2017-18 ISEE Form 8.
4. An updated 2017-18 ISEE Form 8 is available.

### **Pupil Services Staff**

1. Returning pupil personnel staff advance to the next step on the career ladder. For example, pupil personnel staff in the P1 cohort advance to P2.
2. New pupil personnel staff in their first year of holding a certificate shall be placed on the first rung of the career ladder, RP1.
3. Align experienced out of state pupil personnel with experienced Idaho workers by determining their cohort in 2015-16 (base year index) and advancing for each active subsequent year. To place experienced Idaho pupil personnel with a break in employment, follow the same process. Refer to 2017-18 ISEE Form 9.
4. An updated 2017-18 ISEE Form 9 is available.

## Mapping from 2014-15 Base Year Index to 2015-16 Career ladder Cohorts

Experience and Education Multiplier table

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 +	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

Mapping FY15 Instructional Staff to Career Ladder

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0	RP2	RP2	RP2	RP2	RP2	RP2	RP2
1	RP2	RP2	RP2	RP2	RP2	RP2	RP2
2	RP2	RP2	RP2	RP2	RP2	RP2	RP2
3	RP2	RP2	RP2	RP2	RP2	RP2	RP3
4	RP2	RP2	RP2	RP2	RP2	RP3	P1
5	RP2	RP2	RP2	RP2	RP3	P1	P2
6	RP2	RP2	RP2	RP3	P1	P2	P3
7	RP2	RP2	RP3	P1	P2	P3	P4
8	RP2	RP3	P1	P2	P3	P4	P5
9	RP3	P1	P2	P3	P4	P5	P6
10	RP3	P2	P3	P4	P5	P6	P7
11	RP3	P2	P3	P4	P6	P7	P8
12	RP3	P2	P3	P4	P6	P8	P9
13 +	RP3	P2	P3	P4	P6	P8	P10

2014-2015	2015-2016	2015-2016	2016-17	2017-2018
Index	Career Ladder Placement	Salary Apportionment	Salary Apportionment	Salary Apportionment
NA	R1	\$ 32,700	\$ 33,400	\$ 34,600
1.00000 to 1.34260	RP2	\$ 33,200	\$ 34,250	\$ 35,500
1.39290	RP3	\$ 33,822	\$ 35,117	\$ 36,411
1.44510	P1	\$ 35,498	\$ 37,249	\$ 38,999
1.49930	P2	\$ 36,885	\$ 38,758	\$ 40,630
1.55550	P3	\$ 38,311	\$ 39,546	\$ 41,155
1.61380	P4	\$ 39,775	\$ 41,113	\$ 42,825
1.67430	P5	\$ 41,282	\$ 41,961	\$ 43,391
1.73710	P6	\$ 42,089	\$ 43,591	\$ 45,102
1.80220	P7	\$ 43,668	\$ 44,503	\$ 45,711
1.86980	P8	\$ 45,305	\$ 46,201	\$ 47,467
1.93990	P9	\$ 47,004	\$ 47,183	\$ 48,122
2.01260	P10	\$ 47,603	\$ 48,202	\$ 48,802

## Instructional Staff – Base Year Index 2014-15

CAREER LADDER SALARIES				
2014-15	2015-2016	2015-2016	2016-2017	2017-2018
Index	Career Ladder Placement	Salary Apportionment	Salary Apportionment	Salary Apportionment
	<i>Yr 1</i>			
<b>NA</b>	<b>R1</b>	<b>\$ 32,700</b>	<b>\$ 33,400</b>	<b>\$ 34,600</b>
1.00 to 1.34260	<b>RP2</b>	<b>\$ 33,200</b>	<b>\$ 34,250</b>	<b>\$ 35,500</b>
<b>1.39290</b>	<b>RP3</b>	<b>\$ 33,822</b>	<b>\$ 35,117</b>	<b>\$ 36,411</b>
<b>1.44510</b>	<b>P1</b>	<b>\$ 35,498</b>	<b>\$ 37,249</b>	<b>\$ 38,999</b>
<b>1.49930</b>	<b>P2</b>	<b>\$ 36,885</b>	<b>\$ 38,758</b>	<b>\$ 40,630</b>
<b>1.55550</b>	<b>P3</b>	<b>\$ 38,311</b>	<b>\$ 39,546</b>	<b>\$ 41,155</b>
<b>1.61380</b>	<b>P4</b>	<b>\$ 39,775</b>	<b>\$ 41,113</b>	<b>\$ 42,825</b>
<b>1.67430</b>	<b>P5</b>	<b>\$ 41,282</b>	<b>\$ 41,961</b>	<b>\$ 43,391</b>
<b>1.73710</b>	<b>P6</b>	<b>\$ 42,089</b>	<b>\$ 43,591</b>	<b>\$ 45,102</b>
<b>1.80220</b>	<b>P7</b>	<b>\$ 43,668</b>	<b>\$ 44,503</b>	<b>\$ 45,711</b>
<b>1.86980</b>	<b>P8</b>	<b>\$ 45,305</b>	<b>\$ 46,201</b>	<b>\$ 47,467</b>
<b>1.93990</b>	<b>P9</b>	<b>\$ 47,004</b>	<b>\$ 47,183</b>	<b>\$ 48,122</b>
<b>2.01260</b>	<b>P10</b>	<b>\$ 47,603</b>	<b>\$ 48,202</b>	<b>\$ 48,802</b>
For Instructional staff with an Idaho Professional Endorsement per I.C.33-1201A.				
	Education Alloc	2015-2016 Premium	2016-2017 Premium	2017-2018 Premium
	BA + 24	\$ 400	\$ 800	\$ 1,200
	MA	\$ 700	\$ 1,400	\$ 2,100
		<b>OS Certificate</b>	<b>Allocation</b>	<b>Allocation</b>
			<b>\$3,000</b>	<b>\$3,000</b>

## Pupil Services Staff - Base year Index 2015-16

CAREER LADDER SALARIES			
2015-16	2016-2017	2016-2017	2017-2018
Index	Career Ladder Placement	Salary Apportionment	Salary Apportionment
<b>NA</b>	<b>R1</b>	<b>\$ 33,400</b>	<b>\$ 34,600</b>
1.00 to 1.34260	RP2	\$ 34,250	\$ 35,500
<b>1.39290</b>	<b>RP3</b>	<b>\$ 35,117</b>	<b>\$ 36,411</b>
1.44510	P1	\$ 37,249	\$ 38,999
<b>1.49930</b>	<b>P2</b>	<b>\$ 38,758</b>	<b>\$ 40,630</b>
1.55550	P3	\$ 39,546	\$ 41,155
<b>1.61380</b>	<b>P4</b>	<b>\$ 41,113</b>	<b>\$ 42,825</b>
1.67430	P5	\$ 41,961	\$ 43,391
<b>1.73710</b>	<b>P6</b>	<b>\$ 43,591</b>	<b>\$ 45,102</b>
1.80220	P7	\$ 44,503	\$ 45,711
1.86980	P8	\$ 46,201	\$ 47,467
1.93990	P9	\$ 47,183	\$ 48,122
2.01260	P10	\$ 48,202	\$ 48,802
For Instructional staff with an Idaho Professional Endorsement per I.C.33-1201A.			
	Education Allocation	2016-2017 Premium	2017-2018 Premium
	BA + 24	\$ 800	\$ 1,200
	MA	\$ 1,400	\$ 2,100



Idaho State Department of Education				
2017-18 ISEE Form 8_ Instructional Staff (Manual)				
2014-15 Education & Experience History for New Certificated Instructional Hires with Experience.				
(as of the last Friday in September, 2014)				
District / Charter Number:				
District / Charter Name:				
Date:				
<p>The purpose of this report is to establish the career ladder cohort for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year or had a gap in certificated employment. Submit education and experience records as of September 26, 2014. This is not applicable for instructional staff who are in their first year of holding a certificate.</p> <p><b>Examples:</b>          Experienced instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.          Instructional staff with an Idaho certificate who did not hold an active contract during 2014-15 and/or had a gap in certificated employment.</p>				
<b>certificate.</b>				
<i>Instructional Staff Demographic Information:</i>		1	2	3
EDUID				
Last Name				
First Name				
Middle Name				
Former Name(s)				
<b>Certificated Experience</b>				
<b>Did this person hold a K-12 teaching certificate in 2014-15 or earlier?</b>				
Place of Last K-12 Experience (enter Idaho district or other state)				
Highest Degree for funding as of the last Friday in September, 2014				
Additional credits as of the last Friday in September, 2014				
Additional Degree, as of the last Friday in September, 2014				
Prior K-12 Idaho Teaching Experience as of the last Friday in September, 2014				
Prior K-12 Other States Teaching Experience (exclude Idaho) as of the last Friday in September, 2014				
Prior K-12 Private or Parochial Teaching Experience as of the last Friday in September, 2014				
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September, 2014				
Prior Higher Ed Teaching Experience - other states as of the last Friday in September, 2014				
Total Years of Experience as of the last Friday in September, 2014				
<b>Did this person hold a certificated contract during the 2015-16 school year?</b>				
<b>Did this person hold a certificated contract during the 2016-17 school year?</b>				
<b>Estimate (optional):</b>				
2014-15 Index				
2015-16 cohort				
2016-17 cohort				
2017-18 cohort				
Superintendent, Charter School Administrator, Business Manager or HR Director				
Signature				
Title				
Submit form to:				
Kathryn Vincen		klvincen@sde.idaho.gov		
LaRae Ashby		lbashby@sde.idaho.gov		
Brandon Phillips		bcphillips@sde.idaho.gov		

Idaho State Department of Education				
2017-2018 ISEE Form 9 _ Pupil Personnel Service Staff (Manual)				
2015-2016 Education & Experience History for New Certificated Pupil Service Hires with Experience. (as of the last Friday in September, 2015)				
District / Charter Number:				
District / Charter Name:				
Date:				
The purpose of this report is to establish the career ladder cohort for certificated pupil service staff who did not hold an active Idaho contract during the 2015-16 school year. Submit education and experience records as of September 25, 2015. This is not applicable for pupil service staff who are in their first year of holding a certificate.				
Examples: approved in Idaho.				
Pupil Service staff with an Idaho Pupil Services Certificate who did not hold an active contract during 2015-16 school year or had a gap in certificated employment.				
Do not use this form to correct prior year data or to report staff who are in their first year of holding a Pupil Services Certificate.				
Pupil Service Staff Demographic Information:	1	2	3	4
EDUID				
Last Name				
First Name				
Middle Name				
Former Name(s)				
Certificated Experience				
or earlier?				
Years of K-12 certificated experience (enter state other than Idaho or Idaho district)				
Highest Degree as of the last Friday in September, 2015				
Additional credits as of the last Friday in September, 2015				
Additional Degree, as of the last Friday in September, 2015				
Prior K-12 Idaho certificated Experience as of the last Friday in September, 2015				
Prior K-12 Other States Certificated Experience (exclude Idaho) as of the last Friday in September, 2015				
Prior K-12 Private or Parochial Certificated Experience as of the last Friday in September, 2015				
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September, 2015				
Prior Higher Ed Certificated Experience - other states as of the last Friday in September, 2015				
Total Years of Certificated Experience as of the last Friday in September, 2015				
Did this person hold a certificated contract during the 2015-16 school year?				
Did this person hold a certificated contract during the 2016-17 school year?				
Estimate (optional):				
2015-16 Index				
2016-17 cohort				
2017-18 cohort				
Superintendent, Charter School Administrator, Business Manager or HR Director				
Signature				
Title				
Submit form to:				
Kathryn Vincen	klvincen@sde.idaho.gov			
LaRae Ashby	lbashby@sde.idaho.gov			
Brandon Phillips	bcphillips@sde.idaho.gov			

# Career Ladder Base Salaries by Year

Current Year  
Salaries

Projected 2018-19  
Salaries

Base Year	Year 1		Year 2	Year 3	Notes (4th Year)	Year 4
2014-2015	2015-2016	2015-2016	2016-17	2017-18	2018-19	2018-19
Index	Career Ladder Placement	Salary Apportionment	Salary Apportionment	Salary Apportionment		Salary Apportionment
NA	R1	\$ 32,700	\$ 33,400	\$ 34,600	I.C.33-1004B(3) & I.C.33-1004B[(10)(9)	\$ 35,800
1.000 to 1.3426	RP2	\$ 33,200	\$ 34,250	\$ 35,500		\$ 36,750
1.39290	RP3	\$ 33,822	\$ 35,117	\$ 36,411		\$ 37,706
1.44510	P1	\$ 35,498	\$ 37,249	\$ 38,999	Staff remain in the third cell until they earn a professional endorsement.	\$ 40,750
1.49930	P2	\$ 36,885	\$ 38,758	\$ 40,630		\$ 42,503
1.55550	P3	\$ 38,311	\$ 39,546	\$ 41,155	Staff who failed to meet the performance criteria for three out of the last three years remain in the same cell as the previous year.	\$ 42,765
1.61380	P4	\$ 39,775	\$ 41,113	\$ 42,825		\$ 44,538
1.67430	P5	\$ 41,282	\$ 41,961	\$ 43,391		\$ 44,820
1.73710	P6	\$ 42,089	\$ 43,591	\$ 45,102		\$ 46,614
1.80220	P7	\$ 43,668	\$ 44,503	\$ 45,711		\$ 46,918
1.86980	P8	\$ 45,305	\$ 46,201	\$ 47,467		\$ 48,734
1.93990	P9	\$ 47,004	\$ 47,183	\$ 48,122		\$ 49,061
2.01260	P10	\$ 47,603	\$ 48,202	\$ 48,802		\$ 49,401

# Basic Guidelines - Quick Reference & Reminders For Reporting Certificated Staff Experience & Education

**Important:** Update staff experience and education for all certificated staff for the 2017-2018 school year. The Career Ladder does not alter this process. The education allocations for FY18 are derived from updated 2017-2018 data.

## **Basic guidelines for reporting completed teaching or administrative experience are as follows:**

1. Only report *prior, completed* years.
2. Do not count the current school year (it is not completed).
3. Include only certificated teaching or administrative position experience.
4. Include only experience from a public school, an *accredited* private or parochial school.
5. Do not include Pre-K experience. (Exception: early childhood special education in a public school or an accredited private school).
6. A qualifying teacher and/or administrator must physically work 50% or more of a given school year – less than .50 fte does not count.
7. Each year is considered on its own; partial years cannot be combined – count 1 or zero.
8. A qualifying teacher and/or administrator must be an employee of an accredited public, private, parochial school or accredited college or university.

## **There are five categories of years of experience:**

1. Years in public Idaho K-12 school.
2. Years in public K-12 schools *excluding* Idaho (out of state).
3. Years in private or parochial K-12 school.
4. Years in teaching in Idaho higher Education (must be equivalent to K-12 teacher's contract).
5. Years in teaching in higher Education *excluding* Idaho (out of State) (must be equivalent to K-12 teacher's contract).

**Caution: Do not duplicate years of experience. Each category is a component of total years of completed experience.**

## **Basic guidelines for reporting additional college transcript credits earned *beyond the degree reported* and initial certification (FY15 I.C. §33-1004A).**

1. Credits must be from an accredited college or university. (Courses for which academic credit is awarded by an accredited college or university and can be used towards a degree).
2. District/charter must have an official transcript on file before these credits may be claimed.
3. Report all eligible credits in *semester credit hours only*.
4. One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do *not* qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. **Provisional, Temporary, or Emergency permits do not meet the requirements of initial certification.**
8. The *issue* date of the *initial* certification remains the same regardless of certification status (active or inactive).
9. Credits must be earned prior to the last Friday in September (same as the requirement for counting completed years of experience).
10. **All credits and degrees earned must be in a relevant pedagogy or content area as determined by the state department of education.**
11. **If an employee is on your payroll, report in ISEE. Staff demographic and staff data are entered as annualized amounts.**

## **Experience & Education History**

Update at the beginning of the year. Review prior year work history to assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, a new teacher hired in March working full weeks but the number of hours worked for the remainder of the year divided by 1,380 hours is less than .50 - do not count the year as one. Certificated Contract & Assignments: Sum of assignment fte(s) must equal contract FTE.

### **Contract Rules**

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, \*summer, evening).
3. Each contract stands alone and is considered on its own merits.
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.
6. Each contract shall have corresponding funding source code(s)

### **Non-Certificated Employment.**

- Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the contractNo blank for classified assignments

### **Reporting not required for:**

- Persons employed during emergencies
- Irregular help (i.e., short term substitutes, volunteers, etc.)
- Non district contracted staff (report on ISEE Form 6, if applicable)

**Certificated Staff Member Not Having the Proper Credentials:** Funding may be withheld (*I.C. §33-1002(6)(d)*). Work with Teacher Certification to resolve these issues.

**Validate and verify all data before and after submitting:** Review staffing reports after the October and November submissions.

**Review budgeted estimates:** Number of fte, factored index. Compare to reports and resolve all discrepancies.

**Work with HR to assure staffing data is updated:** Additional credits earned since the prior year, are accurate. Review years of experience.

**After the October data is uploaded,** run the ISEE staffing reports to assure the data is correct and agrees with payroll records and budgeted numbers.

**Note:** Only staff members with an active contract and assignments as of the last Friday in September are funded (**summer school is included**). Anyone hired after the last Friday in September will not be funded. There is an exception to this rule such as if a position was advertised as open on the school district website prior to October 15 and no qualified applicants were received prior to that date. The instructional employee must be hired prior to January 1 and the district must provide documentation supporting the claim, such as the job posting.

### **Review Staffing Reports after October data submission**

#### **All Personnel Information Report (all staff, all funds)**

- Export to Excel: the 1<sup>st</sup> tab in file is certificated staff data. The 2<sup>nd</sup> tab in file is non-certificated staff data.
- Assure data on this report agrees with your budgeted numbers and payroll records.
- If data is missing from this report or inaccurate, review and correct files.
- Business rules:
  - Staff member's employment status must be active on the snapshot date (the last Friday in September).
  - Active contracts must correlate with active assignments.
  - If the contract FTE is greater than the base salary/minimum salary, then fte is reduced accordingly to the same percentage.

#### **Employment Placement Report for Administrative Staff (fund code 10 only)**

- Assure all certificated staff with code 10 funding are listed on this report with accuracy. If a staff member is not on this report, or the data is inaccurate, review key data fields for accuracy.
- This report is the detail of the Salary Based Apportionment Report.
- Business Rules:
  - Staff member's employment status must be active in the October upload.
  - Staff member must have an administrative assignment code (42XXX series)
  - Only those with funding source code 10 are included.
  - Education & years of experience must be complete.
  - Assignment data must be accurate and active on the snapshot date.
  - The sum of the assignment fte(s) must equal the contract fte for correct allocation.

#### **District Index – (Administrative Staff (fund code 10 only)**

- Review this report to assure the fte and factored indexes agree with budgeted estimates.

Staff member must have an administrative assignment code (42XXX series)

**Instructional Staff FTE & Salary Report (fund code 10 only)**

- Review all data elements for accuracy. Assure all certificated instructional staff paid from the general fund code 10 are listed on this report with the correct career ladder placement and educational allocations.
- This report is the detail of instructional staffing data on the Salary Based Apportionment Report and the average instructional salary is derived from this data. The report lists each instructional staff and corresponding career ladder rung and base salary as well as educational allocations for those holding a professional endorsement.

**Business Rules:**

- Staff member's employment status must be active on the snapshot date (the last Friday in September) or in the August manifest.
- Active contracts must correlate with active assignments.
- If the contract FTE is greater than the base salary/minimum salary, then fte is reduced accordingly to the same percentage.
- Only those with funding source code 10 are included.
- Education & years of experience must be complete.
- When a staff member is reported as a BA+48 or BA+60 for funding purposes and holds a master degree, the master degree must be reported as an additional degree for the education allocation.
- When a staff member is reported bachelor or master degree and holds an Occupational Specialist (OS) certificate, report the OS degree as an additional degree for the Career Technical Education (CTE) Allocation.
- Assignment data must be accurate and active on the snapshot date or in the August manifest.
- Experienced staff must have a FY15 or FY16 core database record to map to a Career Ladder compensation rung. See page 68 for instructions.

**Pupil Services Staff FTE & Salary Report (fund code 10 only)**

- Review all data elements for accuracy. Assure all certificated pupil service staff paid from the general fund code 10 are listed on this report with the correct career ladder placement and educational allocations.
- This report is the detail of pupil personnel service staffing data on the Salary Based Apportionment Report and the average pupil personnel service staff salary is derived from this data. The report lists each pupil personnel staff member, their corresponding career ladder rung and base salary as well as educational allocations for those holding a professional endorsement.

**Business Rules:**

- Staff member's employment status must be active on the snapshot date (the last Friday in September) or in the August manifest.
- Active contracts must correlate with active assignments.
- If the contract FTE is greater than the base salary/minimum salary, then fte is reduced accordingly to the same percentage.
- Only those with funding source code 10 are included.
- Education & years of experience must be complete.
- When a staff member is reported as a BA+48 or BA+60 for funding purposes and holds a master degree, the master degree must be reported as an additional degree for the education allocation.
- Assignment data must be accurate and active on the snapshot date or in the August manifest.
- Experienced staff must have a FY17 core database record to map to a Career Ladder compensation rung. See page 68 for instructions.

**Review and resolve all SRM Warnings. The business rules in place will limit funding until the problems are resolved.**

## Data Submission Schedule

The following is the schedule for the 2017-2018 ISEE data collection and submission.

Submission Type	Collection Period (Data)	Submission Period	Notes
ISEE Summer Alternative 2017 v7	05/23/2017 – 08/18/2017	08/04/2017 - 08/18/2017	
ISEE October 2017 v8	08/21/2017 - 09/29/2017	9/29/2017 - 10/16/2017	
ISEE November 2017 v8	08/21/2017 - 11/03/2017	11/03/2017 - 11/17/2017	
<b>Last day to submit mid-term revisions for February 15, 2018 payment is Monday, December 08, 2017. Revisions, submitted after December 08, 2017 will not be reflected in the February 15 payment.</b>		<b>Friday, December 08, 2017</b>	Staffing revisions are not automatically updated after 12/09/2017.
ISEE March 2018 v8	8/21/2017 - 03/02/2018	03/02/2018 - 03/16/2018	
<b>Last day to submit mid-term revisions for a May 15 payment adjustment is March 23, 2017. Revisions submitted after March 23, 2017 will not be reflected in the May payment.</b>		<b>Friday, March 23, 2018</b>	Revisions submitted after December 08, 2017 require a letter of special circumstance signed by the superintendent or charter school administrator. If approved, adjustments will be reflected in the May 15 payment.
ISEE May 2018 v8	8/21/2017 – 05/05/2018	05/04/2018 – 05/18/2018	
ISEE End Of Year 2018 v8	8/21/2017 - 06/16/2018	05/21/2018 - 06/15/2018	

### Uploads impacting staff funding:

1. August Alternative Summer School.
2. October 15 staff “snapshot” data.
3. November upload contains the October’s snapshot data will override the files.

Subsequent cumulative uploads do not affect the snapshot data.

## Flowchart - 2017-18 ISEE Data Submission

ISEE Name	Collection Period	Deadline
ISEE Alt Summer School August Manifest	Approved Alternative Summer School (5/23/2017 to 8/04/2017)	8/18/2017
ISEE Oct 2017	7/01/2017 to 9/29/2017	10/16/2017* I.C.33-1004(D)
ISEE Nov 2017	9/30/2017 to 11/03/2017	11/17/2017
Last day to submit mid-term changes for February 15, 2018 payment.		Friday 12/08/2017

**Note:** Staff and student statistical data are published on January 1 each year using mid-term data. Subsequent revisions are not reflected in the reports.

\*When this deadline falls on a weekend or holiday, the upload is due on the next business day.

### Archived Mid-Term Uploads

**Friday December 8, 2017** - Last day to submit revisions for February 15, 2018 payment, no exceptions.

### February 15 Foundation Reports

1. All Personnel Report
2. Employment Placement Report (code 10) (Admin Only)
3. Instructional Staff FTE Salary Report (code 10)
4. Pupil Services FTE & Salary Report (fund 10)
5. Salary and Benefits Apportionment Report

Adjustments to mid-term data?

Yes

No

### Approval Required

Superintendent or Charter School Administrator must send a letter of special circumstance identifying all revisions. Supporting documentation may be requested. Last day to submit revised mid-term data is Friday, March 23, 2018.

If approved, adjustment reflected in May 15 payment.

Process Completed



